

Board of Family Ministry

F.I.S.H. Coordinator

Mission Statement: The F.I.S.H. (Faith Is Strengthened Here) junior-high youth group of Trinity Evangelical Lutheran Church provides opportunity for seventh and eighth graders to participate in Bible study, fellowship activities, and service to our church and community, all to the glory of God.

Description: The F.I.S.H. Coordinator is part of the F.I.S.H. youth group team, along with the Leaders, Music Coordinator, and Bookkeeper. The Coordinator oversees all aspects of the F.I.S.H. junior-high youth group.

Qualifications:

- Spiritually mature and active member of Trinity Ev. Lutheran Church
- Good organizational and people skills
- Enjoys and works well with junior-high youth
- Ability to lead others
- Good verbal communication skills
- Initiative to get things done without direct supervision
- Completed and passed the online background screening process

Responsibilities:

1. Read and follow the Child Protection Policy.
2. Confirm that all volunteers age 18 and over, overseeing, transporting, or having access to youth under the age of 18 have been screened and are cleared to serve.
3. Set up and coordinate meeting and event dates with the church secretary.
4. Communicate meeting/event dates and information to the congregation and youth-group members.
5. Set agendas and lead F.I.S.H. leadership team meetings.
 - a. Schedule meetings with Leaders and Music Coordinator prior to meetings/events to discuss ideas.
 - b. Review format for the meeting/event and confirm that Leaders and Music Coordinator are prepared.
 - c. Provide encouragement and support to the F.I.S.H. leadership team.
6. Invite parents to help with monthly events, as needed (e.g., provide snacks, drive, chaperone).
7. Maintain organized records on F.I.S.H. activities.
 - a. Submit reports to the Board of Family Ministry on the progress and growth of the F.I.S.H. ministry.
 - b. Submit expense receipts to F.I.S.H. Bookkeeper.

Time Commitment:

- 3 – 4 hours per month
- 1-year commitment

Relationships: The F.I.S.H. Coordinator works closely with the rest of the F.I.S.H. leadership team, Spiritual Advisor and reports to the Board of Family Ministry. He or she also works with the junior-high youth of the congregation and their parents.

Training: The F.I.S.H. Coordinator will be trained by the outgoing Coordinator. Additional resources are available through the ministerial staff.