

# Board of Family Ministry

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## Trinity Teen Ministry (TTM) Administrator

**Mission Statement:** Trinity's Teen Ministry serves high school aged teenagers by sharing God's Word through reverent, relevant, and relational activities that encourage teens as they are brought to God, grow with God, and walk with God throughout their lives.

**Description:** The Administrator oversees all aspects of the Trinity Teen Ministry. The Administrator is part of the TTM leadership team, along with the Activity Coordinator, Communication Coordinator, Curriculum Coordinator, Training Coordinator, Treasurer, and Youth Minister.

### **Qualifications:**

- Spiritually mature and active member of Trinity Ev. Lutheran Church
- Good organizational and people skills
- Good communication skills
- Able to lead others
- Able to work independently and unsupervised
- Completed and passed the online background screening process

### **Responsibilities:**

1. Read and follow the Child Protection Policy.
2. Confirm that all volunteers age 18 or over, overseeing, transporting, or having access to youth under the age of 18 have been screened and are cleared to serve.
3. Lead and oversee TTM leadership team.
  - a. Communicate leadership meeting dates and times to other leadership team members.
  - b. Set agenda and lead TTM leadership team meetings to accomplish specific goals.
  - c. Provide encouragement to others on the leadership team.
  - d. Hold others on the leadership team accountable for their specific tasks.
  - e. Schedule leadership retreat and coordinate with the entire TTM leadership team.
4. Act as liaison between TTM and the congregation.
  - a. Prepare a monthly report and deliver it to Board of Family Ministry.
  - b. Prepare an annual report each January for the congregation.
5. Oversee the operation of TTM.
  - a. Ensure TTM activities are in line with 5-year plan.
  - b. Encourage TTM volunteers in their duties.
6. Train incoming Administrator.

### **Time Commitment:**

- Approximately 5 – 10 hours per month
- 3-year commitment beginning in October, 2011; to be modified to a 2-year commitment beginning in 2014.

**Relationships:** The Administrator works closely with the rest of the TTM leadership team and the Youth Minister, and reports to the Board of Family Ministry.

**Training:** The Administrator will be trained by the outgoing Administrator. Additional resources are available through the ministerial staff.