



9916 Lake Avenue South
Spicer, Minnesota 56288
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Ministry Associate Job Description

Summary

The Ministry Associate Program aims to provide a vocational and educational opportunity for young adults by providing a broad outdoor ministry experience serving youth, adults, and families in a faith-based setting. Ministry Associates are given resources, support, and tasks to develop ministry skills and aid in the search for vocation. The Ministry Associate Program hopes to guide and equip those discerning a career in youth ministry, outdoor ministry, or non-profit organizations.

Essential Duties and Responsibilities

As a full-time Ministry Associate, you are expected to work 5-6 days/week (lengths of shifts may vary. We will strive to give two full days off but schedules will be variable due to program, hosting, and congregational responsibilities. Schedules will be set up one month in advance.

1. Congregational Ministry
 - a. Partner with a local congregation for 10-15 hours/week and get hands-on experience in youth ministry.
 - b. Weekly meetings with staff members (pastor or youth leader) to set expectations and plans for programming
 - c. Attend a variety of events such as ELCA synod events and local ministry meetings to network and grow together with fellow youth ministry workers
2. Program Ministry
 - a. Aid the Program Team in planning, implementing, and facilitating in a variety of areas of ministry: youth, adult, family, day camp, and Serve Boldly
 - b. Support curriculum & theme development
 - c. Assist the Program Team in proactively preparing and recruiting summer ministry staff
 - d. Support coordination and planning of youth and adult programmed retreats
 - e. Play a key role in the upkeep and seasonal care of GLLM's three sites
3. Hospitality Ministry
 - a. Provide radical hospitality and hosting services including set-up and teardown for everyone who visits
 - b. Kitchen, dishwashing, and general cleaning tasks
 - c. Assisting with the grounds, including snow removal and maintaining wood supply
 - d. Be on call for groups and carry on-call host phone
 - e. Performing any other assigned duties
 - f. Year-round staff host (dishes, stocking hosting stations, and helping with staff meals when no hosts/groups are onsite)

Qualifications and Requirements

1. Ability to work independently and as part of a team.
2. Have basic skills in staying organized and managing tasks.
3. Able to efficiently process and present information that suits diverse groups of people.
4. Comfortable interacting with individuals from various backgrounds and age groups.
5. Contribute to a culture of radical hospitality cultivating a warm, welcoming atmosphere for all.
6. Open to learning and sharing knowledge, and accepting constructive feedback.

Working Relationships (Internal/External)

1. Program team — Coordination of programming for all seasons
2. Hospitality team – Coordination of hospitality needs for programs, retreats, and rentals
3. Hospitality Associates — Colleagues and community-living housemates

Compensation: \$475/week stipend plus room and meals (camp grocery card is provided) / \$1,000 education stipend for off-site educational opportunities / Monthly community-building events / PTO, holiday, and sick leave.

Supervisor: Program Team Member

Classification: Exempt