

LYO BOARD JOB DESCRIPTION

Middle School Adult Team Member

General Description

The LYO Board consists of a Youth Team, a Middle School Adult Team, a Sr. High Adult Team, and the Synod Coordinator of Youth Ministry.

Middle School Adult Team members on the NE MN LYO Board are comprised of six members. Each of the five conferences of our synod is represented by one member, and the additional member serves as an at-large representative. Additional at-large members may be added as needed.

The Middle School Adult Team, along with the Youth Team, is primarily responsible for planning and implementing the Northeastern Minnesota Synod Middle School Gathering.

Qualifications

- Middle School Adult Team members must be baptized, active members of an ELCA congregation in the Northeastern Minnesota Synod, and display an active and growing faith in Christ.
 - Conference representatives must be members of an ELCA congregation within the conference they represent.
 - At-Large representatives must be member of an ELCA congregation within the NE MN Synod
- Applicants for the Middle School Adult Team must be at least 21 years old.
- Ability to relate well with middle school and sr. high youth.
- This is a leadership position. Middle School Adult Team members must be committed, dependable, responsible and able to follow through with assigned tasks independently.
- Personal qualities desired: Positive attitude, respectful of others, encouraging, nurturing, open and willing to try new ideas and activities.
- A variety of individual gifts are also sought: Sense of humor, ability to listen, creative thinker, artistic abilities, “up front” personalities, “behind the scenes” workers, organizational skills and more.

LYO Board Meetings

- Attend all LYO business meetings. Typically four meetings per program year, April, September, November, March.
- Attend Group Builder Day of Summer Training Camp as able.
- Call or email youth from your conference to remind them of meetings and to coordinate travel to and from meetings and events.
- Call or email Synod Coordinator of Youth Ministry with number of members from your conference that will be attending and who will be driving.

(OVER)

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Middle School Gathering

- Attend Middle School Gathering as a member of the LYO Board.
- Attend pre-gathering preparation, Thursday night and Friday before the gathering.
- Responsible to work with board in determining hotel, meals, speaker, theme, logo and band for gatherings.
- Responsible for one assigned portion of the Gathering (i.e., clusters or entertainment – see assignment descriptions).
- Organize meetings as needed with your assignment team for planning. Work with youth members from your assignment team to obtain ideas, research costs, plan and implement your assignment.
- Must gain approval of LYO Board and Synod Coordinator of Youth Ministry before booking any speakers, groups or supplies.
- All contracts must be signed by the Synod Coordinator of Youth Ministry or other paid synod staff.

Other

- As mentors for our young people, adults should display words and actions consistent with the Christian faith.
- Adults are responsible for working primarily with the youth from their assignment teams.
- Act as information liaison between Synod Coordinator of Youth Ministry and youth members from your assignment team.
- Transportation to and from board meetings, planning meetings and gatherings is the responsibility of each board member. A small mileage reimbursement is provided for Adult Team members if requested. Coordinating driving with others in the same area is highly recommended. As much as possible, provide transportation for youth members in your conference/area to and from board meetings and gatherings.
- It is expected that NE MN LYO Board members regularly attend worship and seek ways to grow in their faith.
- Other duties as requested and agreed upon.

Terms and Requirements

- Terms for the Middle School Adult Team members of the LYO Board are 3 years. Middle School Adult team members may serve an unlimited number of terms.
- Middle School Adult Team members are selected through an application process.
 - Applications must be submitted prior to the deadline date, typically in February or March. Selections are made approximately 2 weeks after the deadline.
 - Selection is made by outgoing senior board members, adult members and Synod Coordinator of Youth Ministry.
 - Terms begin at the first meeting following the Cardia Deo retreat, typically the same weekend as the Synod Assembly (late April/early May)
- As a matter of good faith to the youth and congregations of the synod, background checks of all adult members will be conducted upon selection.