

Coordinator for Child, Youth, & Family Ministries

Vision: Living Word is a mission-based church aimed at growing disciples of Jesus Christ. In order to accomplish this task, the church has three objectives: welcome all people, equip its members for service, and send members into the world to fill God's call to the world.

Job Description and Qualifications

General Description: To assist in developing, directing, and leading ministry with and for children, youth, and families. The Coordinator of Child, Youth, & Family Ministries shall foster Christian community through building relationships with youth and young adults that grow their faith in Jesus Christ and strengthen their commitment to serve the church both inside and outside the walls of LW.

The Coordinator of Child, Youth, & Family Ministries is primarily responsible for:

1. **Innovating and Collaborating:** Coordinating with the Associate Pastor for Discipleship to develop comprehensive and innovative plans for all CYF Ministries.
2. **Recruiting and Energizing:** Identifying leaders of all age levels and encouraging them to share their gifts and faith through CYF Ministries.
3. **Training and Growing:** Providing training, encouragement, and mentoring for leaders.
4. **Communicating and Branding:** Developing and implementing ways to communicate about resources and ministry opportunities through the church website, online registration, email, brochures, social media, campus signage, signage around the community, and the narthex information kiosk.

Hours: Full-time. Pay rate dependent on experience and knowledge. The work schedule will be a combination of weekday hours, Sundays, and other designated hours as needed.

Classification: Exempt

Job Relationships:

1. The Coordinator of Child, Youth, & Family Ministries is part of the Discipleship Team that includes our Associate Pastor for Discipleship, who oversees the Discipleship Team and all Discipleship Ministries at LW and our Office Administrator who provides administrative support for large events.
2. Reports to the Associate Pastor for Discipleship.
3. **Other Relationships:** Maintain good, effective working relationships and cooperate actively with the other church staff and members to ensure that vision of the church is met. This job requires meaningful relationships to be formed with the Associate Pastor, Lead Pastor, Director of Operations, Director of Missional Living, children, youth, young adults, families of children and youth, and the congregation.

Qualifications: (education, skills, experience and traits)

1. **Required**
 - Post high-school education or equivalent work experience
 - Strong initiative
 - Creativity and innovation
 - High energy
 - Ability to connect with children, youth, young adults, and families of children and youth
 - Current with age-appropriate trends and pop culture
 - Effective in identifying, equipping, and training leaders of all ages
 - Ability to form meaningful relationships and build a sense of community
 - Ability to work with diverse groups

- Effective communicator
- Passionate about ministry
- Strong organizational skills
- Strong Biblical literacy
- Ability to respect and preserve confidential information
- Ability to effectively use technology and electronic media

2. Desired

- At least two years' experience leading a CYF Ministry
- Good communication skills in relevant areas, including but not limited to newsletters articles, web sites, emails, and social media
- Willingness to drive a 15-passenger van to transport children and/or youth to events
- Service/mission work experience
- Fundraising experience
- Awareness of surrounding community service groups and resources or willingness to learn

Duties & Responsibilities

1. Leadership/Administration:

- Lead, facilitate, or contribute to ministry events for children, youth and families, (e.g. fellowship, weekly learning, service opportunities, mission trips, fundraising events, whole group activities, small group activities, away-at-college care packages, etc.) This includes planning, development, advertising, registration, etc.
- Identify, recruit, equip, and train leaders of all ages to work with our children and youth ministries.
- Encourage children, youth and their families to participate in the varies different ministries that exist within our community of faith. (e.g. worship, choirs, educational opportunities, youth ministries, synodical activities, service projects, etc.)
- Maintain regularly scheduled office hours in order to be accessible to congregants, staff, and the leadership of the congregation.
- Work with appropriate church staff and volunteers to ensure effective publicity of all CYF Ministries.

2. Faith Formation/Sunday School:

- Collaborate with Associate Pastor to develop engaging Sunday School Ministry including selection of curriculum and educational formats/execution styles and the development of the annual calendar.
- Select, purchase, and inventory supplies.
- Communicate with Sunday School teachers and volunteers to ensure all are prepared and equipped to lead.
- Communicate with families regarding Sunday School events, lessons, calendar reminders, updates, etc to ensure families are aware of opportunities, needs, and ministry changes.
- Oversee Sunday mornings

3. Confirmation

- Support the Associate Pastor at Confirmation events to provide logistic and administrative assistance.
- Lead and/or substitute teach lessons as necessary.
- Lead fellowship/fun/engagement portion of Confirmation Learning Events as well as Confirmation Fellowship stand-alone events.

4. High School Ministry:

- Lead and/or facilitate ministry events for youth covering a broad range of interests for teens from different schools and backgrounds. (e.g. fellowship, weekly learning, service opportunities, mission trips, fundraising events, whole group activities, small group activities, etc.)
- Coordinate attending the ELCA Gathering every 3 years (fundraising and budgeting, travel arrangements, special curriculum, facilitating at the event, etc.).
- Plan mission trips on the non-ELCA Gathering Years (fundraising, travel arrangements, facilitating during the mission work, etc.).

5. Milestones Ministries

- Serve as the staff liaison between the Milestone Team and the Office Staff.

- Support the Milestone Team to develop a comprehensive plan for Milestones Ministries, including but not limited to: new milestone development, calendar scheduling, advertisement strategies, & registration support.
- Coordinate Baptism, Communion Instruction, and Confirmation Milestone Events.

6. Summer Ministries and Annual Retreats

- Identify retreats offered by Lutherhill that will support, advance, or further our CYF Ministries and coordinate the attendance of children and/or youth including serving as a sponsor when appropriate.
- Serve as primary contact and administrator of Camp Living Word. (Our onsite Day Camp run in partnership with Lutherhill Ministries.)
- Attend Summer Camp with our youth during the designated “Living Word Week” as a sponsor.
- Coordinate summer stand alone Family Fun Days. (e.g. Splash Sunday, Craft Night, Movie Night, etc.)

7. Team Ministry & Outreach:

Work with LW Discipleship Team on joint ministry experiences, worship events, and community outreach opportunities such as, but not limited to:

- Advent Brunch, Family Christmas Eve Worship Service, Journey to the Cross, Advent & Lent Dinner Church, Trunk or Treat, Easter Egg Hunt, Blessing of the Backpacks & Fall Kick-Off

This job description is to be used as a guide for accomplishing the church’s objectives, and only covers the primary functions and responsibilities of the position. It is no way to be construed as an all-encompassing list of duties. Employment is employment at will.