

**Coordinators of Youth and Children's Ministry.** Part-time, salaried. One full-time position may be possible. Hours and specific duties will be negotiated as a team is assembled. Please send all inquiries to [info@firstlc.org](mailto:info@firstlc.org).

We are seeking candidates who could work as part of a team to serve a large and active group of children, youth, and their families. We have 80+ in Sunday School, 50+ in Confirmation, 40 in a mid-week children's program, and 30 in Vacation Bible School. Participation is growing in summer camp and trips.

No one person may have all the skills and qualities needed for these positions. The gifts we are looking for within the team include:

- Faith in God that is vibrant and growing, and the ability to express faith and share faith practices.
- Volunteer management, such as recruitment, thanks, and cultivating volunteer leaders.
- Organization and administration, such as background checks, scheduling, forms, raising/tracking/spending funds, budgeting, tracking attendance, travel and transportation, supplies, food.
- Teaching, including curriculum selection, development, and evaluation.
- Communication with parents, kids and volunteers.
- Relational ministry: knowing kids, attending games and concerts, showing care.
- Ministry to the whole family.
- Event planning for retreats, social gatherings for youth and/or families, and milestone recognitions.
- Integrating kids and their families into the life of the wider congregation.
- Making music at all levels and ages to engage kids with worship.

Job descriptions for past positions are below.

#### **POSITION DESCRIPTION: Coordinator of Children's Ministries**

**Reports to:** Pastor

**Appt. Status/Hours:** Part-time salaried (15 hours/week)

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The purpose of this position is to direct a ministry program that reaches children, youth (birth through 6<sup>th</sup> grade) and their families through education, service, worship, and fellowship

activities. A Primary responsibility includes walking alongside a core group of dedicated and highly competent volunteers. The key goal of this ministry is the growth for people across the age span in relationship with Jesus Christ and involvement in the church. The Coordinator will provide leadership to fulfill the First Lutheran mission statement, which is to motivate, equip, and support our members for the ministry of Jesus Christ in our congregation, our community, and our world.

#### **PRIMARY LEADERSHIP RESPONSIBILITIES:**

- Education
  - Train and support Sunday School, KFC, and VBS teachers through age-appropriate educational methodology
  - Create and/or implement lessons for Sunday School
  - Create and/or implement lesson plans and teach KFC
- Programming
  - Plan, design, and implement education, service, worship, and fellowship activities for children and youth
  - Plan and facilitate fundraising activities in support of programming
  - Manage and maintain the VBS, KFC, Sunday School, and Family Ministry budget
- Outreach & Mission
  - Plan and schedule age-appropriate family event opportunities
  - Positively represent First Lutheran in community outreach activities as an intentional, missional ministry of First Lutheran
- Volunteer Management
  - Recruit, train, manage, support and mentor volunteers
  - Draw in parents and others, inviting them to a deeper faith and ministry involvement
  - Create a “culture of community” among ministry volunteers
- Pursue continuing education opportunities that promote personal and professional development in consultation with the pastor
- Perform other duties as assigned by the pastor

#### **MINIMUM REQUIRED QUALIFICATIONS:**

##### **Education:**

Bachelor’s degree preferred  
Biblical knowledge, competency in Lutheran theology, and the ability to articulate both

**Demonstrated Experience in:**

Management and leadership  
Ministry-related role(s)  
Working with children, youth, and adults

**Core Competencies, Skills, and Abilities:**

- Demonstrates an authentic personal faith
- Highly self-motivated
- Effective interpersonal relations skills with the ability to relate across generations and build positive relationships within the congregation and community at-large
- Ability to motivate, support, and provide leadership to a dedicated volunteer base
- Strong communication and presentation skills, including competency in public speaking and use of email, social media, texting and newsletters
- Effective organization and process management skills to facilitate programming logistics
- Ability to provide a life-long view of learning and understand age-appropriate resources
- Ability to create a cohesive program that ties in with the life of the congregation
- Ability to establish appropriate personal boundaries with children/youth/families and utilize proper referral resources
- Ability to work flexible hours, including evenings, weekends, and holidays

**PREFERRED QUALIFICATIONS:**

Musical ability preferred but not required

**POSITION DESCRIPTION: Coordinator of Youth Ministries**

**Reports To:** Pastor

**Status/Hours:** Part-Time Staff, 25 hours

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The purpose of this position is to coordinate ministry programs in support of confirmation-aged students in grades 5-9, high school youth in grades 9-12, post-high school young adults, and their families through education, service, and fellowship activities. A primary responsibility will be recruiting, equipping, and engaging a group of volunteers who will help implement these programs alongside the coordinator. The key goal of these programs will be to facilitate youth relationships with God and each other, equipping them for the ministry of Jesus in our congregation, our community and our world.

## **PRIMARY LEADERSHIP RESPONSIBILITIES:**

- Education
  - Teach Confirmation, Level 1 or 2
  - Team teach 5th and 6th grade confirmation sessions with Pastor
  - Teach weekly KFC lesson to 5th & 6th graders (Discipleship)
  - Lead monthly post-confirmation faith formation for grades 10-12
  - Plan and lead annual confirmation retreats for all levels
  
- Programming
  - Coordinate education, service, and fellowship activities for all Youth Ministries, with an early emphasis on growing a thriving Post Confirmation and High School Ministry
  - Work closely with Pastor and Learning & Youth Board in support of these ministries, including attending weekly staff meetings and quarterly Learning & Youth Board meetings
  - Recruit, equip and support volunteers to help implement these ministries
  - Plan, administer and attend summer trips for middle school and high school youth
  
- Outreach and Mission
  - Coordinate quarterly service opportunities for middle and high schoolers within our community and beyond
  - Plan and attend occasional weekend worship events (present to congregation about youth trips, baptism witness with confirmation youth, Confirmation Sunday, blessing of car keys, presentation of senior quilts, etc.)
  - Engage with youth through participation in community and school events
  - Engage and build relationships with parents and families inside the church and outside through community and school events
  - Recruit youth volunteers for church and/or community service opportunities
  - Help connect FLC college students with available Christian ministries within their campus communities
  
- Financial Responsibilities
  - Assist Learning & Youth Board Treasurer with tracking and recording Youth Fund expenditures and revenues
  - Plan and coordinate youth fundraisers
  - Submit annual CYM budget proposals to Learning & Youth Board and/or Church Council
  
- Pursue continuing education opportunities that promote personal and professional development in consultation with Pastor
  
- Perform other duties as designated by the Pastor

- Lead Wednesday evening worship (including scripture and message) in the Pastor's absence

#### **MINIMUM REQUIRED QUALIFICATIONS:**

- Education
  - Bachelor's Degree preferred
  - Biblical knowledge, competency in Lutheran Theology, and the ability to articulate both
- Demonstrated Experience in:
  - Management and leadership
  - Ministry-related role(s)
  - Working with youth and adults
- Core Competencies, Skills, and Abilities
  - Demonstrates an authentic personal faith
  - Highly self-motivated
  - Effective interpersonal relations skills with the ability to relate across generations to build positive relationships within the congregation and larger community
  - Strong communication and presentation skills
  - Effective organization and process management skills to facilitate programming logistics
  - Ability to provide a life-long view of learning and understand age-appropriate resources
  - Ability to create a cohesive program that ties in with the life of the congregation
  - Ability to establish appropriate personal boundaries with youth and families and utilize proper referral resources
  - Ability to work flexible hours, including evenings and weekends

#### **PREFERRED QUALIFICATIONS:**

- Musical ability preferred but not required