

Director of Children, Youth and Family Ministry Job Description

Trinity Lutheran Church

Spring Grove, MN

9/1/2023

Mission Statement: As a Christian community we spread the Good News, grow in faith, discover and use our gifts to serve God and to care for all people.

Primary responsibilities of the Youth & Family Coordinator include:

- **Developing and leading programs** for children, youth, and families; and
- **Building and maintaining relationships** with youth and families.

Specific responsibilities include:

- **Release Time:** Organize schedule, plan curriculum, teach or coordinate teachers for monthly Kindergarten – 6th grade classes.
- **Confirmation:** Organize the logistics of Confirmation program, assist with teaching, lead activities, oversee coordination food and meeting space needs. Attend the week-long confirmation camp.
- **Youth Group:** Lead youth group gatherings for 7th-12th grade, coordinate special events, mission trips, etc.
- **Sunday School:** Coordinate all aspects of Sunday School, teach or recruit volunteer teachers and helpers, coordinate meeting spaces, supplies, and other logistics.
- **Sunday School (Pre-K):** Oversee Pre-K Sunday School Program, teach or recruit volunteer teachers and helpers, coordinate meeting spaces, supplies, and other logistics.
- **Intergenerational activities:** Oversee intergenerational activities
- **Communion Class, Bible Class, or other learning activities:** Assist the lead pastor in teaching and coordinating meeting logistics for classes.
- **Children's Christmas Program:** Oversee and implement the Children's Christmas program.
- **Day Camp:** Coordinate all details pertaining to Day Camp, secure and schedule visiting camp leaders, recruit and coordinate logistics of host families and volunteers who bring meals, coordinate logistics.
- **Music:** Coordinate musical opportunities for children and youth
- **Communicate:** Communicate with youth, parents, congregation members, and the community about the activities and impact of youth and family ministry. Coordinate social media outreach related to youth and family ministry.
- **Relationships:** Build and maintain relationships with youth and families, participate in regular worship and activities of the church and community.
- **Administrative:** Prepare for and report to council meetings and team meetings as necessary, work with the Education Team to develop and implement the budget for youth programming, etc. Assist pastors as needed.
- **Safety:** Provide a safe and secure environment for children, youth, volunteers, and staff.
- **Fundraisers** – plan, coordinate, and lead fundraisers for youth for camps, trips, outings, etc.

Qualifications Required:

- A passion for working with children, youth, and families; strong skills, background, experience, and passion for working with and leading 7-12th grade youth.
- A strong relationship with God, a grounding in faith, and an understanding of Lutheran beliefs & history
- Organizational and communication skills, education, and experience required to work successfully with church leadership, the various teams, and church members; and
- A bachelor's degree or equivalent experience in related field.

Accountability

- The Congregation Council of Trinity Lutheran Church is the employing body for this position.
- The lead pastor is the immediate supervisor for this position and oversees all aspects of the work involved.
- The Education Team, and the lead pastor work together to provide goals, direction, review and feedback for this position.
- The Staffing Team, with the lead pastor and representatives from the Education Team will conduct an annual review of the position.