

Children, Youth and Family Ministry Coordinator

Reports to: Associate Pastor of Faith Formation
Supervises: None
Status: Part-Time (approx 15 hours/week, salaried)
FLSA: Non- Exempt

Effective: Spring 2025

Job Summary

The Children, Youth and Family Ministry Coordinator facilitates programs at Gustavus Adolphus Lutheran Church that supports the growth and faith development of the children, youth, and families in the congregation by focusing on lay leadership development, relevant curriculum, and clear program communication.

Essential Functions:

- Coordinate Frolic Families, Sunday School, Confirmation, and summer programming.
- Recruit, train, and equip a group of lay leaders for faith formation programs.
- Select or develop program curriculum in collaboration with the pastors.
- Help develop high school ministry in collaboration with the pastors.
- Equip the Prayground with relevant resources and encourage their use.
- Manage communication and calendaring for Christian Education programming.
- Hold GALC ministries in compliance with the Child Safety Policy.
- Connect with congregations through collaborative ministries like Deep Dive and VBS.

Other Responsibilities:

- Be present Sundays and during faith formation events.
- Participate in staff meetings and Christian Education Committee meetings.
- Grow through continuing education opportunities.
- Reliable transportation to GA and other offsite faith formation events.
- Ensure general building security when on site.
- Attend to other tasks as assigned by supervisor.

Minimum Qualifications:

- Strong foundation in Lutheran theology.
- A growing relationship with Jesus Christ.
- Experience coordinating volunteers.
- High school diploma or equivalent.
- Pass a background check to work with minors.

Physical Requirements:

- Able to move freely in and out of different settings (homes, church, businesses)
- Able to speak in a public forum

Children, Youth and Family Ministry Coordinator

Staff Competencies

Diversity, Equity and Inclusion: Cross-cultural skills demonstrated through the ability to communicate with respect; recognize others' values, accept knowledge, skills, and talents; and tolerate, engage, and celebrate the success of others

Mission Ownership: Demonstrates understanding and full support of the mission, vision, values and beliefs of the congregation; can demonstrate those values to others; consistently behaves in a manner congruent with the mission, vision, values and beliefs.

Team Orientation: Demonstrates interest, skill and success in team environments; promotes group goals ahead of personal agendas; steps up to offer self as a resource to other members of the team; understands and supports the importance of teamwork; shares credit for success with others, takes responsibility for his or her part in team failures.

Children, Youth and Family Ministry Coordinator Competencies

Biblical Knowledge: Able to discuss and interpret biblical truth when applying scripture to life situations. Guides others in the exploration and discovery of biblical truth. Encourages and designs avenues for others to engage in ongoing training/study of scripture.

Creativity and Innovation: Generates new ideas; makes new connections among existing ideas to create fresh approaches; takes acceptable risks in pursuit of innovation; learns from mistakes; has good judgment about which creative ideas and suggestions will work.

Hospitality/Accessibility: Generates a sense of hospitality and or accessibility by their very presence; communicates a sense of availability, warmth, openness and approachability; fosters natural connections between members of the congregation and with visitors; supports a culture of welcoming and connection in the life of the congregation.

People/Volunteer Management: Provides direction, gains commitment, facilitates change and achieves results through the efficient, creative and responsible deployment of volunteers; engages people in their areas of giftedness and passion

Spiritual Formation/Discipleship: Demonstrates an understanding of spiritual formation/ discipleship as journey or process; invites others into reflection about personal spiritual journey; teaches a variety of spiritual practices to lead others in deepening and developing spirituality; creates teaching and small group environments that promote discipleship.

Teaching: Designs effective lesson plans and facilitates learning experiences in both small and large group settings; selects teaching topics that are relevant, provocative and contribute to a deeper understanding of scripture, theology, and spiritual practice; uses a variety of teaching topics to maintain interest and build connection.