

## Zion Lutheran Church

### **Position Description: Child, Youth and Family Coordinator**

**Purpose:** We are a sacramental and worship-oriented church that promotes Word and Sacraments, prayer, praise, and Bible centered preaching. At Zion, we are a community of faith, hope, and love and are working to foster our spiritual growth and share the hope God has given us.

**Classification:** Exempt, salary, paid semi-monthly. Part time / full-time, average 24-40 hours/week.

**Description:** The Child, Youth and Family Coordinator position is responsible for coordinating and guiding the youth and family ministry of the church and assisting the Senior Pastor in leading teachers and volunteers involved in this ministry. They are also responsible for the support of church-wide volunteer recruitment, training, and scheduling.

**Supervision Received and Reporting Relationship:** On an operational level this combined position works with the Senior Pastor and in conjunction with other staff. In a performance monitoring capacity, this position is accountable to the Chief of Staff and the ZLC Council.

**Supervises:** Volunteer Staff (includes Sunday School teachers, nursery attendants, etc)

**Responsibilities:** This position will work with the youth and children of ZLC by leading them into a deeper relationship with Christ through meaningful, age-appropriate ministries, emphasizing the importance of their Christian/Lutheran faith, including the Sacraments and Confirmation. This position is responsible for securing a wide variety of volunteers from the congregation and community. He/She will recruit, train, and assist volunteers in all facets of the church.

**Essential Duties:** Grow the Child, Youth, and Family participation in Zion Lutheran activities. Direct the Child, Youth, and Family programs at the church. Help to facilitate and integrate with Zion Lutheran Child Center. Show the face of Christ to the young people of Zion Lutheran. Coordinate volunteers as needed to deliver programs and grow participation for the child, youth and family activities at ZLC. Oversee Sunday school activities for all age groups (PreK, Elementary, MS/HS; adult); maintain curriculum for each group. Teach as needed.

## **Child, Youth and Family Coordinator will:**

- Meet weekly with the Pastor/ Chief of Staff for planning purposes. Evaluate progress regularly and report findings. Attend weekly staff meetings and share youth and family activities and progress. Update Council monthly. Provide congregational updates monthly (Tidings) and annually (Annual report).
- Develop, execute and supervise all youth and family activities. Include parents in youth activities. Aid and encourage parents in the Christian training of their youth. Develop various Zion and community outreach projects focused on children, youth & family (i.e. Easter Egg Hunt, Trunk or Treat, Christmas giving tree, etc.). Develop and train a pool of activity sponsors.
- Develop, maintain and communicate a calendar of events and activities for the youth of all ages. Communicate activities, events and participation of the youth program to the congregation, community and the Council. Develop and maintain effective communication among the youth, parents, committees and Pastor(s) via approved communication tools. Develop various Zion and community outreach projects focused on children, youth & family (i.e. Easter Egg Hunt, Trunk or Treat, Christmas giving tree, etc.).
- Participate in annual budget process; complete all activities within approved budget.
- Develop and ensure the execution of fund-raisers for the various youth activities.
- Obtain all required permission and medical forms required for youth participation according to local, state, and federal law.
- Ensure that youth participants maintain conduct that reflects positively on ZLC, our Lutheran tradition, and Christianity as a whole. Ensure that all activities, classrooms and facilities reflect a professional and Christian environment.
- When applicable, combine Zion youth activities- including mission trips- with sister churches and other Christian organizations in the community with discernment from the Pastor(s).
- Recruit and schedule volunteers and leaders that staff Sunday morning's Divine Worship (ushers, sound board, computer), and any other opportunities that might arise. Secure and train back-ups in the event that volunteers cannot perform their duties. Create and maintain a data base of volunteer information. Advertise volunteer opportunities through various means. Assist the Pastor(s) and music staff to plan special services (Lent/Holy week, Easter, Reformation, Advent, Christmas Celebration and Christmas Eve), and coordinate volunteer activity.
- Coordinate contacts between the congregation and community. Promote church-related events and opportunities.
- Perform other duties as assigned by the Chief of Staff or the ZLC Council.

## **Skills and Experience**

### **The applicant is required to:**

- Teach the Bible as the true authoritative text given by our Creator God without error or need of change, along with the Lutheran Book of Concord and our rich Lutheran traditions.
- Listen to and communicate with people of all ages. Communicate and coordinate effectively with co-workers and volunteers. Have exceptional communication skills in order to affirm the existing volunteer base while also being relatable to children and their families.
- Work with leaders of non-profit and service organizations in the community.
- Demonstrate genuine interest in responding to the hopes and concerns of people in the community. Research and develop service opportunities for people of all ages in the congregation.
- Travel with and supervise youth on extended trips.
- Develop and train sponsors regarding responsibilities, boundaries, etc.
- Develop, lead and generate enthusiasm for youth programs. Build excitement about living in God's kingdom.
- Maintain oneself as a morally positive role model for youth and families of ZLC both on and off- campus.
- Work independently and as a member of a team.

### **Qualifications:**

- Belief that Jesus Christ is Lord and Savior.
- Four-year degree, preferably in Biblical or Christian field.
- Pass a criminal background check and standard employment drug test.
- Experience in ministry with children and families preferred.
- Spiritual gifts that may include: servanthood, teaching, encouragement, leadership, compassion, discernment, helping, and administration.
- Evidence of passion for active Christian service lived out through a wide range of volunteer service in the community.