

CHARITY LUTHERAN CHURCH JOB DESCRIPTION

Job Title: Children's & Youth Ministry Coordinator
Reports To: Pastor
Status: Part-time non-exempt (20-25 hours per week)
Date: December 1, 2023

“Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you. And surely I am with you always, to the very end of the age.” Matthew 28:19-20

SUMMARY

Develop Christian programming for young people that nurtures their relationship and faith in Jesus Christ as well as strengthens their relationship with the church community. Support Charity Lutheran's calling as a Lutheran congregation, affiliated with Lutheran Congregations in Mission for Christ.

The incumbent will organize and work with core volunteers to plan and develop youth programs and events that provide a dynamic Christ-centered program for all youth, including nursery/preschool, elementary, middle school and high school.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assist in the planning, development, and implementation of the children's and youth programs in a safe Christian environment in order to promote faith formation and community
- Provide regular and effective communication with parents and guardians to engage them as vital ministry partners
- Be in relationship with children, youth, and their families. Seek out and meet with all children and youth of Charity Lutheran, sharing their joys and concerns, and fostering spiritual growth
- Encourage active volunteer participation in children's and youth ministry by assisting in the recruiting, screening, training, mobilizing, and supporting a wide base of qualified youth volunteers, obtaining background checks as needed
- Refer to the Pastor and other authorities when needed in strict accordance with State of North Dakota mandated reporting requirements
- Provide input into the preparation of the annual budget as requested
- Manage the disbursement of funds for youth ministry within the guidelines of the approved budget and in adherence to the purchasing policies of Charity Lutheran Church
- Maintain children and youth ministry records for children and youth activities as necessary, including emergency medical forms and consent forms
- Provide reports on the activities of the children and youth ministries as requested, including an Annual Report
- Attend staff meetings as appropriate, as well as routine meetings with supervisor

SUPERVISORY RESPONSIBILITIES

This position coordinates, leads, and supports a volunteer base.

QUALIFICATIONS

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The qualifications listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Strong Biblical foundation and respect for Lutheran tradition
- Ability to personally share individual Christian faith in a sincere manner
- Ability to play a significant role in the faith development of all ages within the church, both as a leader and as an example
- Possess and effective attitude of servant-leadership in organizing volunteers as well as in working with children and youth
- Willingness to regularly seek out opportunities for professional growth and learning in the areas of children's and youth ministry
- Ability to exercise a high degree of professionalism, including maintaining confidentiality
- Possess effective leadership capabilities, including the ability to inspire, involve, and mentor others
- Ability to develop and maintain healthy relationships with staff and the general congregation

EDUCATION and/or EXPERIENCE

- Experience working with youth, demonstrating a clear calling to children's and youth ministry
- Two-year college degree or equivalency preferred

CERTIFICATES, LICENSES, REGISTRATIONS

Must have valid driver's license. Must be able to pass a background check and potential random drug tests.

PHYSICAL DEMANDS

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and reach with hands and arms. This job requires looking into a computer screen and reading both electronic and printed copy for extended lengths of time. The employee is regularly required to see, talk, and hear. Must be able to lift 25 pounds unassisted.

WORK ENVIRONMENT

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job while on the grounds of the church. There will be routine occasions where the work will occur away from the church. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of employees.

