

Director of Children and Youth Ministries - Trinity Lutheran Church

Our Mission Statement: **We are a Christ-centered community of believers, saved and enlightened by God's grace. We serve God by serving others.**

Position Summary

Create, plan, and implement child and youth focused programs and events which support the development of a lifelong Christian faith in alignment with the beliefs and theology of the ELCA and the Mission of Trinity Lutheran Church.

Responsibilities

Programs:

Develop, plan, organize, implement, and lead ongoing programs and activities, specific events and activities which are developmentally age appropriate for children and youth ranging from preschool through high school ages. Coordinate, supervise, and oversee volunteers and participants. Such programs include the following.

- Kids Club Outreach Program (weekly)
- TLC Learning Center chapel (weekly)
- Sunday Morning programs/activities
- Fellowship Activities (monthly)
- Mission service trips
- Service opportunities with neighborhood, community-at-large, interfaith and other church groups or organizations

Finances:

- Budget – Develop and operate within an annual program budget. Maintain/monitor and report regularly to TLC Church Council.
- Fund Raising – Develop and implement fundraising programs, events, and activities to support programs.

Communications:

- Meet regularly with TLC pastor for program review and coordination.
- Meet regularly with TLC Faith Formation Committee and Church Council.
- Report activities and keep congregation updated on children and youth programs.
- Communicate directly with families of program participants.
- Utilize appropriate technology to foster safe communications.

Coordination and Participation:

- Develop and maintain relationships and coordinate activities with TLC pastor, other TLC committees and groups, community churches and faith organizations.
- Participate in congregational life and intergenerational events both individually by involving children and youth.
- Maintain an active relationship with staff at Lutherhaven Ministries.

Safety:

Have TLC processes and procedures in place at all times to assure the safety of the children and youth. This includes, but is not limited to, backgrounds checks, maintaining emergency contact information, securing consent forms, and providing appropriate supervision.

Expectations/Requirements

- Fulfill full-time position (40 hours per week), recognizing that some of the hours will fall on weeknights or weekends.
- Maintain a church office with regular hours.
- Participate and have a presence at TLC and at its functions.
- Represent TLC in the faith and at-large communities.
- Travel outside the State and Country as necessary for program implementation.
- Perform physical activity which requires moving about and positioning self to converse and engage with children and youth in activities as dictated by programs. *(Physical limitations may be addressed by coordination with other individuals. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform job functions.)*

Skills/Experience/Education

- High school diploma or GED required, college degree *and non-rostered status* preferred
- Program leadership experience (2 year minimum), preferably in Christian education setting
- Supervisory and program coordination experience
- Strong communication skills, written and verbal
- Confident, competent public speaker
- Successful review of national criminal history background check
- CPR and First Aid certification
- Valid Driver's license and excellent driving record

Personal Attributes

Position requires the individual to exhibit the following:

- Leadership ability
- Maturity
- Enthusiasm
- Christ centered
- Words and actions demonstrate personal faith
- Passion for working with children
- Commitment to faith development in others

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