

Living Waters Lutheran Church  
**Children, Youth, & Family Ministry Coordinator**  
Position Description

The Children, Youth, and Family Ministry Coordinator (CYFMC) will oversee the operation of the Sunday School (SS) and Youth Ministry programs at LWLC. The CYFMC will develop and maintain scheduling and communication strategies for these programs. Several students and lay leaders will serve under the CYFMC, each having a defined area of expertise and responsibility. The CYFMC will help plan, direct, and review the execution of their activities. Many of the types of duties to be delegated and managed are listed below.

- Promote and Advertise
  - Sunday School & its special events
  - Confirmation Program & its required elements
  - Youth Activities – on- and off-site (LWLC, local community sites, CASS, Luther Point Bible Camp, BWCA, Christikon)
- Schedule Meetings
  - SS – Rally Day, Teacher Orientation, Craft & Activity Helpers, Snack Coordinators, Christmas Program, Spirit Sundays Team, VBS Team, Luther Point Bible Camp
  - Youth – Small Group Leaders, Retreat Leaders, Snack Coordinators, Lenten Soup Supper Team, Luther Point Bible Camp, BWCA, Christikon
- Oversee Curriculum Development & Management (SS & Confirmation)
- Recruit & Orient Volunteers (Teachers, Small Group Leaders, Craft & Snack Helpers, Adult Chaperones)
- Create & Update Event Calendars
- Maintain & Update Program Brochures, Sign-up Sheets, Permission Forms
- Attend or Arrange Representation at Weekly Staff Planning, Monthly CFF, Sunday Morning Sunday School, Sunday Afternoon Youth activities, Wednesday AYNs, CASS, etc.
- Work with Church Council to Develop and Implement Best Practices Policies for Child and Youth Safety
- Coordinate Participation with Outreach Projects
- Coordinate Milestone Events – Bibles, 1<sup>st</sup> Communion, Confirmation, HS Graduation
- Develop Behavioral Expectations & Implement Conflict Management Techniques
- Manage Finances (Curriculum & Supply Ordering, SS Offering Collection)
- Create & Maintain Communication Schemes among Leaders and between Leadership and Youth (Phone List, E-mail, Texting, Facebook, etc.)

## **Essential Qualifications**

Exemplary Organizational Skills  
Experience with Oversight and Management of Team Leaders  
Ability to Delegate Responsibility  
Ability to Work on a Team  
Excellent Verbal and Written Communication Skills  
Up-To-Date Technical Skills (Computer, E-mail, Texting, Facebook, etc.)  
Love for Children and Youth  
Passion for Christian Education

## **Preferred Qualifications**

Basic Biblical Literacy  
Familiarity with Lutheranism  
Positive Attitude  
Flexibility

## **Preferred Hours**

Sundays 9:00 – 11:30 am  
Tuesdays 9:30 – 11:30 am  
Wednesdays 6:00 – 9:00 pm  
+ occasional Sunday afternoons, Retreats possible

**Pay Range** – To Be Determined

**Weekly Hours** – 15

**Continuing Education Funds Available** – To Be Determined

**Vacation Time** – 2 Weeks (includes 2 Sundays)

## **Congregational Resources**

- Staff Available for Support
- Energetic and Committed Lay Leadership
- Computer
- Copier
- Access to E-mail