

**LONG LAKE LUTHERAN CHURCH  
CHILDREN, YOUTH, AND FAMILY MINISTRY COORDINATOR  
POSITION DESCRIPTION**

**6 Month Term Call (with potential for extension and growth)**

**Name:** Vacant  
**Job Title:** Children, Youth, and Family Coordinator  
**Ministry Team:** Youth and Education Team  
**Reports To:** Pastor  
**Appt. Status/Hours:** 32 to 40 hours per week

---

**POSITION SUMMARY STATEMENT:**

The purpose of this position is to coordinate a comprehensive set of ministry activities at Long Lake Lutheran Church (LLLC) for the children and youth (ages 0-18) and their families. The person in this position will foster the Christian community by building relationships with young people that strengthen their faith in Jesus and knowledge of the Scriptures. They will be organized, creative, energetic, and engaging in their approach to coordinate intergenerational engagement through a variety of activities. Core responsibilities include coordination of Sunday School programming, confirmation education, and volunteer activities.

The coordinator will work with the pastor and other staff at Long Lake Lutheran to fulfill the mission of the church, which is dedicated to serving our neighbors and community with love, compassion, and a deep sense of purpose. The mission is to spread the joy of salvation through teaching, preaching, and providing sacraments to the congregation and beyond.

**PRIMARY COORDINATION RESPONSIBILITIES:**

- Education
  - Plan and work with the youth and education teams and pastor to create and implement curriculum and weekly lesson plans.
  - Lead large group activities and education programming.
  - Provide training and support to Sunday School and Confirmation teachers by preparing materials.
  - Maintain registration and database systems for children and youth education programs and develop systems to maintain and track communications to families.
- Programming
  - Plan intergenerational activities for the congregation.
  - Plan, design, and implement education, service, worship, and fellowship activities for children, youth, and families (ex: Christmas programs, graduating senior recognition, etc.).
  - Develop strategies to engage youth in the congregation to expand participation in outreach, worship, and learning activities.
  - Lead the youth and education teams with fundraising activities in support of programming.
  - Plan and implement youth retreats, service trips, youth gatherings, and participation in camp ministry.
  - Plan and implement Vacation Bible School, including recruiting and coordinating volunteer activities.
  - Organize Affirmation of Baptism (Fall of Grade 9).
  - Help youth wrestle with questions about faith.

- Advise and work with the Congregational Council on the Youth and Education budget.
- Outreach & Mission
  - Plan, schedule, and implement age-appropriate service learning opportunities.
  - Encourage and engage with children and youth through participation in local community and school events.
  - Positively represent LLLC in community outreach activities as an intentional, missional ministry of LLLC.
- Volunteer Coordination
  - Recruit, train, and empower children and youth education volunteers.
  - Recruit adults to invest in building relationships with youth.
  - Develop communication strategies and follow-up to support volunteers, including expanding the use of technology.
  - Identify resources to support volunteers in their efforts.
- Pursue continuing education opportunities that promote personal and professional development in consultation with the pastor.
- Perform other duties as designated by the pastor such as attending staff meetings and being present in worship to connect with children, youth, families, and congregation members.

#### **MINIMUM REQUIRED QUALIFICATIONS:**

##### **Education and experience:**

- Bachelor's degree (preferred); or,
- A high school diploma with four years of experience contributing to youth activities in a church setting.
- Biblical and Lutheran theology knowledge, and the ability to articulate both.

##### **Core Competencies, Skills and Abilities:**

- Strong personal faith in Jesus Christ and a commitment to the ministry at Long Lake Lutheran.
- Effective interpersonal relations skills with the ability to relate across generations and build positive relationships within the congregation and community at large.
- Strong communication and coordination skills, including the ability to speak publically, and competency in the use of email, social media, texting and newsletters.
- Effective organizational skills to facilitate programming logistics and support to volunteers.
- Ability to be creative and inspire a life-long view of learning.
- Ability to be open to ideas and direction from the youth and education teams and pastor.
- Highly self-motivated and directed.
- Ability to establish appropriate personal boundaries with children/youth/families and utilize proper referral resources.
- Ability to work flexible hours, including evenings, weekends, and holidays.
- Pass a background check.

#### **PREFERRED QUALIFICATIONS:**

Musical Ability

#### **COMPENSATION**

Salary is comparable to the Minneapolis Synod Guidelines and will be dependent on the experience and qualifications of the selected candidate.

#### **TO APPLY**

Applicants interested in applying must submit a cover letter and resume to [admin@longlakeluth.org](mailto:admin@longlakeluth.org) by 4:00 p.m. on January 15. The deadline for applying may be extended if a candidate is not selected.