



Christ Lutheran Church
Position Available

Title: Youth and Family Ministries Coordinator

Reports to: Senior Pastor and Executive Committee

Status: Non-Exempt

Hours: This is a salaried position with flexible hours ranging from 35-40 hours per week. Schedules and hours are dictated by the various activities, events, and meetings.

Supervisory Responsibilities: Volunteers. No direct responsibilities for CLC Staff.

Position Summary: Under the direction of the Pastor and Youth & Family/Education Committee, act as a resource for researching, developing, facilitating and assessing a family-based ministry and its component activities.

Responsibilities:

- Maintain good communication with the church youth, church staff, the Youth & Family /Education Committee, other area Lutheran youth leaders, parents, and church membership as a whole.
- Provide insight on structuring, planning, and executing the Youth, Family, and Christian Education ministries and all component activities.
- Understand and follow the CLC policies and procedures for working with children and ensure youth permission slips are current and on file.
- Implement policies and guidelines to ensure a safe environment.
- Recruit, train and oversee teachers, assistants, youth leaders, and volunteers for various ministries and activities.
- Organize groups of volunteers in support of all component activities.
- Review all curriculums annually and act as a resource for materials, and make recommendations as needed for all Youth, Family, and Christian Education ministries.
- Work with the Youth & Family/Education Committee in preparation of an annual budget and properly manage funds in adherence with the purchasing policies of the church.
- Assess and evaluate existing groups, activities and programs annually and make necessary adjustments or add additional programs or resources as needed.

Qualifications and Experience:

- Be a committed Christian who loves Christ and has a passion for ministry with youth, adults and members of all ages.
- Have a strong Bible knowledge and ability to create meaningful programs with a clear understanding of the Christian faith and the ability to communicate it clearly (from a Lutheran perspective)
- Understand and feel comfortable following ELCA theology and social statements
- Have a strong ability to relate with empathy and build relationships of trust with youth and their families
- Possess understanding of group dynamics and facilitation skills
- Effective in recruiting, equipping, and coordinating both leaders and participants
- Possess strong organizational, communication, and time management skills
- Knowledgeable of adolescent development, youth culture, and sociology
- Demonstrates an ability to work creatively and collaboratively with others
- Ability to schedule to maximize participation and accommodations when possible
- Ability to work within and assist in development of a yearly budget
- Bachelor's degree in a related field preferred

Send Resume To:

Christ Lutheran Church Council
Attn: Youth and Family Ministries Coordinator
2350 44th St. SW
Wyoming, MI 49519

Or Email: youth@clcwyoming.org
Subject: Youth and Family Ministries Coordinator