



**FIRST LUTHERAN CHURCH of Aitkin
Aitkin, Minnesota**

Job Description – Children, Youth & Family Coordinator

Reports to: Senior Pastor
Status: Full Time
FLSA: Exempt

Job Summary

The Children, Youth & Family (CYF) Coordinator will oversee faith formation, programming & events for the children, youth and family ministries at First Lutheran Church of Aitkin (First Lutheran Church), to include, but not limited to, Sunday school, Affirmation, Youth Groups, Coffee House, Wednesday Night Faith activities, Vacation Bible school, Milestone events, and Summer Stretch.

Essential Functions:

- Be responsible for work hours and establishing a schedule that will allow him/her to be present for Sunday morning worship, fellowship, Sunday School, and all Wednesday programming, including Coffee House, Wednesday night faith, worship, and Affirmation.
- Plan, and communicate often, the schedule of the program year for all CYF programs.
- Plan and help carry out special events, service projects, and group activities for the children and youth of all ages and their families (e.g. Rally Sunday, Christmas Pageant, retreats, Affirmation service days, mission trips, etc).
- Recruit and equip children and youth to participate in worship as readers, musicians, singers, and worship assistants.
- Advertise all youth and family ministry classes, activities, events and needs in the bulletins, newsletters, social media, and by email, text and other current digital means.
- Administer the funds, dedicated to CYF Ministries, and present an annual budget request to the finance committee.
- Keep in regular contact (e.g. telephone, text, email, social media, face-to-face, etc.) with the children, youth, and parents of First Lutheran Church.
- Work with the pastor and volunteers to provide a Promise Series Milestone program for all ages of the CYF program.
- Work with the pastor, staff, and volunteers of CYF to provide Sunday School, Affirmation, and senior high youth programs that teach and promote the Lutheran faith and traditions.
 - **Sunday School (Pre-K – 6th grade)**
 - Help recruit and register students, recruit and train teachers and other volunteers, and record attendance.
 - Coordinate Vacation Bible School, working with other area partners to promote a program that teaches and promotes Lutheran faith and traditions. Help recruit and register students, teachers, and other volunteers.
 - **Affirmation (7th – 9th grades)**
 - Organize, and/or recruit and register students, teachers, guides, mentors, and other volunteers as needed.
 - Coordinate interviews, photographs, fellowship, etc. for the rite of Affirmation.

- Attend, organize, and help recruit and register students for the Synod's annual Middle School Gathering.
- Organize and help recruit parents and volunteers to provide transportation as required for events.
- **Youth Group (9th grade +)**
 - Plan and attend youth group activities. Organize, and help recruit, and register students, and recruit and train guides, and other volunteers.
 - Organize and help recruit parents and volunteers to provide transportation as required for the Synod's annual Cardia Deo, Synod Journey/National Youth Gathering, and mission trips.
 - Plan and help carry out special events, service projects, and group activities.

Other Responsibilities:

- Attend all scheduled staff meetings.
- Prepare a monthly report for the congregation council, as well as prepare an annual report.
- Participate in continuing education that relate to activities of children, youth and families, and be expected to evaluate, adjust, and innovate.
- Encourage and support the mission, ministries, committees, council, staff, and members of First Lutheran Church, the Northeastern Minnesota Synod, and the Evangelical Lutheran Church in America.
- Perform other duties as requested by the pastor, another member of the staff, or a member of the executive council of First Lutheran Church.

Minimum Qualifications:

- Experience and a background of working with children, youth, and families in a religious environment is recommended.
- A background which includes some level of higher education is preferred but not required.
- Demonstrates proficiency in computer skills including Microsoft Office, including, Outlook, Word, Excel, PowerPoint, and Publisher.
- Professionalism, punctuality, and dependability.
- Strong verbal and written communication skills
- A desire to grow in their professional skills.
- Experience in recruiting and motivating volunteers, communicating project goals and positively encouraging volunteers toward fulfillment of stated goals.
- Excellent organizational skills.
- Ability to exercise good judgment when following general directions.
- Strong time management skills.
- Able to maintain confidentiality.

Core Competencies:

- Refer to Appendix A of this document.

Evaluation and compensation:

- The salary range offered for this position is \$31,200 - \$40,000 per year, in consideration of any degree, specialized training or certification as a Parish Worker, Minister of Youth & Family Ministry, Youth Director, Parish Education Director, Volunteer Coordinator, and prior work experience.
- **The benefits** for this position are listed in Appendix B to this document. More detailed information regarding benefits are found in the First Lutheran Church Personnel Policy.

- The CYF Coordinator works directly under the supervision of the Senior Pastor.
- Introductory Period and Performance Appraisals:
 - There will be a 90-day introductory period which will include a least one (1) performance review.
 - An additional performance review shall take place after approximately six (6) months of employment.
 - Subsequent performance reviews shall be in accordance with the current Personnel Policy.

I have read and received a copy of this job description.

Employee

Date