



CHRIST LUTHERAN CHURCH & SCHOOL

C O S T A M E S A

POSITION TITLE: Director of Children, Youth, & Family Ministry

REPORTS TO: Lead Pastor

CLASSIFICATION: Exempt

DEPARTMENT: Student Ministry

FULL TIME/PART TIME: Full - Time

POSITION PURPOSE:

This position exists to create pathways for children from preschool through 8th grade to grow closer to their Savior, partnering with parents, so that children and their families are connecting to Jesus.

JOB SUMMARY:

- Creates the vision for a discipleship pathway for children and their families that is intentional and leads to spiritual growth
- Is the lead architect and driver for KidsChurch
- Oversees the Church Nursery Operation
- Facilitates multiple family events throughout the year, such as, VBS, Daddy/Daughter Dance, Mother/Son events, Easter Egg Hunt, etc.
- Oversees “Club 56” and their gathering and events, for 5th & 6th graders
- Oversees middle school youth group, including their regular gatherings and events
- Creates avenues for families with children in the school/preschool to connect to children’s ministry
- Directs all communication regarding follow up after baptisms
- Preschool & Day School involvement, including, facilitating weekly chapels, and participating in other activities as they serve the mission of the church & school
- Recruits and trains lay leaders and volunteers as they work with children
- Communicates through regular church and school avenues information related to the discipleship opportunities for children and their families
- Participates in Ministry Team staff meetings, activities, etc.
- Works closely in a team environment
- Lead children’s messages when applicable
- Promotes children and family-friendly service opportunities – Act Locally / Impact Globally
- Provides resources for families seeking support with discipleship, and connecting with one another

SCOPE OF AUTHORITY:

Financial accountability: manages and makes purchases for the Children’s Ministry budget line, Children’s and Youth budget line, and submits payment requests for approval.

SUPERVISION RESPONSIBILITIES:

Nursery staff & Children’s Ministry Volunteers

QUALIFICATIONS

- Has a deep love for Jesus and His people

- Is/becoming a member of Christ Lutheran Church & School
- Has strong teaching skills and is a life-long learner
- Can work well in a large team ministry
- Is self-directed and capable of creating a vision and expanding the area of ministry
- Is gifted in recruiting, training, and encouraging staff and lay leadership
- Is a strong, trustworthy, and organized administrator
- Ability to inspire and captivate teams of volunteers and leaders
- Powerful social skills
- Must adhere to the Christ Lutheran Church and School employee handbook
- Ability to be flexible in an atmosphere that is subject to change

EDUCATION/EXPERIENCE:

Bachelor's Degree, preferably from a LCMS University. Preferable to have experience in children & youth ministry. Must have experience with general office programs such as Word, spreadsheets, databases, etc. Christ uses Planning Center and VOMO, in addition to Servant Keeper for people management.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is frequently required to stand, walk, sit, reach with hands and arms, stoop, kneel, crouch, or crawl. The employee must be able to lift and move objects of at least 30 lbs.

Note: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the position. Other duties will likely be assigned.