

Gethsemane

LUTHERAN CHURCH & SCHOOL



2410 Stillwater Rd. E., Maplewood, MN 55119

www.geth.org

CYFM Job Description

*We make disciples of Jesus Christ who love God,
love one another, and serve the world.*

POSITION TITLE: Director of Children, Youth and Family Ministry

STATUS: Full-time; Exempt

POSITION REPORTS TO: Senior Pastor

POSITION SUMMARY:

The ELCA Congregation Gethsemane Lutheran Church & School (Maplewood, MN) is seeking a qualified and enthusiastic director for children, youth and families, ages birth through 12th grade, with primary responsibility for weekly Faith Formation classes for K-4th Graders in our school, 10 weeks of Summer Camp (including VBS), Sunday Morning Children's Program, First Communion & Confirmation. This position seeks to bridge relationships between the Congregation and the School. The director hires, manages, and supervises CYFM volunteers, mentors, Summer Camp Staff, and our Nursery Staff.

QUALIFICATIONS:

1. Bachelor degree preferred
2. Knowledge of scripture and ELCA doctrine
3. Willingness to use Google Applications
4. Effective written and verbal communication skills
5. Ability to teach and lead groups

EXPECTATIONS:

1. Be a faithful follower of Jesus Christ with a demonstrated passion for working with children, youth and adults
2. Embrace Gethsemane Lutheran Church & School's mission statements
3. Participate in continuing education and professional development
4. Participate in weekly Leadership Staff Meetings, Monday teacher meetings, and weekly meeting with the Pastor
5. Be able to work a variety of hours including week days, evenings, weekends, overnights, and 48 Sundays a year.

6. Demonstrates professional skills and strengths including: confidentiality, positivity, inclusivity, relational skills with both youth and adults, self-motivation, organization, and collaboration
7. Oversee and encourage a welcoming environment for members and visitors, regardless of race, gender, sexual identity, religion, etc.
8. Work on-campus and remotely as necessary

ADMINISTRATIVE DUTIES AND RESPONSIBILITIES:

1. Record keeping, registration of children, youth and their families as they participate in Gethsemane Programs, to include safety, health, and photo release forms, etc.
2. Ensure background checks are done on all adults every three years who serve children and youth
3. Effectively recruit and coordinate volunteers (Sunday school, nursery, summer camp, VBS) and confirmation mentors
4. Communicate with Director of Communications for all events and social media posts
5. Work with Director of Finance and HR to prepare financial budget that pertain to the ministry areas of Children, Youth and Families
6. Other duties as assigned

MINISTRY PLANNING AND IMPLEMENTATION:

1. Vision and manage the Nursery to include hiring and managing a nursery worker
2. Curriculum selection and implement program for Sunday School (age 3 through Grade 5)
3. Along with the Pastor, organize the Milestones for children and youth faith education: *Baptism, First Bibles, First Communion, Confirmation, Graduation, etc.*
4. Along with other staff, plan special seasonal Community Programs which may include: *Rally Day, Harvest Festival, Sunday School Christmas Program, Easter Egg Hunt, Service Projects, etc.*
5. Design curriculum and teach Faith Formation during the week in our school for K-4th grade, in coordination with the Principal and the Pastor
6. Organize and Lead Summer Camp program including hiring, training, monitoring, and encouraging summer staff workers
7. Organize Vacation Bible School, including choosing curriculum, organizing volunteers, training, and supporting the week
8. Develop and launch Senior High Youth Group for faith learning and relationship building
9. Be available to connect with students, parents, volunteers, and staff

Contact Information: Interested applicants please send cover letter and resume to:

jobs@geth.org, attention Pastor Elizabeth Wilder, or
Gethsemane Lutheran Church & School
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