

**St. Luke's Lutheran Church
Park Ridge, Illinois**

POSITION DESCRIPTION

Position Title: Director of Children, Youth and Family Ministries (Full time)

Position Summary: The Director of Children, Youth and Family Ministries is responsible for nurturing Christian education and faith formation in children, youth, and their families. The Director is also responsible for coordinating programming for children and youth while enthusiastically seeking to involve all age groups of children and youth to the on-going life of the congregation. In addition, the Director will coordinate family activities to provide opportunities for the entire family to participate as active members of the congregation. Presence on Sunday mornings and Wednesday late afternoon/early evenings is required. Examples of other events where attendance is required include: week long trips, weekend retreats, and overnight events.

Reports To: Directly responsible to the Lead Pastor and the Associate Pastor involving areas of Children, Youth and Family Ministry; submits a quarterly report to Congregation Council; supervises volunteers directly involved in children's and youth ministries; supervises part time Children, Youth and Family Ministries Coordinator who assists with administrative and programmatic responsibilities.

Principal Responsibilities:

General

- Participate in St. Luke's Education and Learning Cabinet representing Children, Youth, and Family Ministries
- Develop, Review and Recommend curriculum and teaching staff for Sunday School, Confirmation, Youth, and Young Adult programs
- Reach out to children, youth, and their families to participate in programming for all ages
- Engage the families of children and youth in active participation and faith growth
- Provide direction and coordination to teaching staff; teacher orientation and in-service events, and coordinate teacher luncheon
- Coordinate with Director of Music Ministries and Director of Children's Music
- Provide budget planning and administration

Children's Ministries Program

- Plan and coordinate special days for Sunday School participants such as Rally Day, Christmas Drama, Good Friday Mini-Camp, Vacation Bible School

Youth Ministries Program

- Plan and coordinate programs such as ELCA Youth Gatherings, Global Mission Event, service projects, mission trips, lock-ins, retreats, and fund raising events
- Plan and coordinate the 7/8th grade confirmation program including confirmation worship service

Family Ministries Program

- Develop and Plan new programs with Congregational Life Cabinet to provide more opportunities for family participation in the congregation.
- Coordination with multiple school districts

Qualifications and Requirements:

- Person of deep Christian faith whose beliefs are compatible with the theology of the ELCA
- As a representative of this church, the Director of Children, Youth and Family Ministries serves in a manner congruent with the values and practices of St. Luke's
- Demonstrated ability to build relationships with children, youth, young adults, and their families, engaging them in the life of the church, and encouraging them in their relationship with Christ
- Experience recruiting, training, and nurturing adult volunteers
- Understands ministry as part of a team; works with church staff, congregation and volunteers to advance ministry programs
- Excellent verbal, written, and electronic communication skills
- Strong organizational abilities
- Demonstrated ability to provide accurate financial record keeping and follow cash handling procedures
- Availability to work evenings, weekends and extended hours when necessary
- Appropriate combination of experience and education including:
 - Children, Youth, and/or Family Ministry is preferred
 - Associate in Ministry (AIM) or Bachelor of Arts degree
 - Equivalent work experience may be substituted for degree requirement
- Successful completion of criminal background check

For more information or to apply, please forward an email with resume to:

jobs@stlukespr.org or contact

Rev. Dr. Stephen Larson, Lead Pastor

Kristi Weber, Associate Pastor

St. Luke's Lutheran Church

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Park Ridge, IL 60068

(847)825-6659

Resumes may also be faxed to (847)825-2557