**Pointe of Grace Lutheran Church**

**Mukilteo, WA**

**Director of Children and Youth Ministry**

**POSITION DESCRIPTION**

The Director of Children and Youth Ministry leads and oversees the children’s ministry within the congregation and works closely with the Children & Youth Ministry (CYM) team. The Director will lead ministry opportunities and equip and train volunteers. This person will be able to strike the right balance between doing and directing, developing relationships, building effective teams, and equipping others to serve.

**DUTIES AND RESPONSIBILITIES:**

* Plan, develop and lead the congregation’s ministry opportunities for Children and Youth.
* Recruit, equip and train volunteers for CYM.
* Work alongside the CYM team to design and implement programming.
* Serve as a member of the program and staff team, maintaining good working relationships with other staff members, participating in staff meetings and planning retreats.
* Serve as supervisor of and resource for the CYM team.
* Participate in weekly Sunday worship services, providing the Children’s Message every other week.
* Encourage children and youth in developing their relationship with God.
* Needs to be available for weekends and evening hours as required, as well as occasional overnights and extended travel.
* Build, review and help oversee the CYM budget.
* Lead/oversee weekly Sunday School classes
* Lead Youth Group meetings/activities/lessons at a frequency between twice a month and every week.
* Participate in Sno-King Youth (SKY) group activities. SKY is a youth activities group coordinated with multiple local Lutheran churches.
* Develop an annual calendar of events
* Connect the CYM with local and global needs; help plan for the ELCA National Youth Gathering and mission/service trips and opportunities. Collaborate in planning and executing fundraising for special events as necessary.
* Assist in planning, preparing for, and leading special family events such as Trunk or Treat, and Easter Egg Hunt.
* Regular outreach and communication with parents and the entire congregation.
* Affirm and accept the congregation’s welcome statement and status as a Reconciling in Christ congregation. Affirm and welcome all children, regardless of gender, sexual orientation, gender identity or expression, ethnicity, class, or ability.
* Other duties as assigned.

**QUALIFICATIONS AND EXPERIENCE:**

* Demonstrated leadership abilities.
* Ability to work well with staff and volunteers.
* Excellent communicator with writing, editing, and speaking skills. Comfortable speaking in front of the congregation.
* Commitment to connecting with children and their families.
* Have a basic understanding of Lutheran theology.
* Previous experience in ministry and/or experience in working with children and youth are desirable.
* Is a self-starter, good at multitasking and prioritizing projects
* Works well collaboratively and is effective working independently
* While performing the duties of this job, the employee is regularly required to stand, walk, talk, and be able to hear, and occasionally required to sit. The employee will frequently bend or twist at the neck and trunk, may occasionally push or lift up to 20 pounds, such as boxes of supplies.  Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.
* Ability to pass a background check and be Safe Haven certified

**REPORTING:**

* Reports to and works closely with Lead Pastor. In the absence of a permanent pastor the Director will report jointly to the Interim Pastor and the CYM Team.

**WORK HOURS**

* 20 hours per week, Hourly rate of $20.00
* Expected to be on campus during church worship and education times
* May work from home for program planning

Hire date:

Installation Date:

Start Date:

Rate of Pay:

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