

St. Andrew Lutheran Church
Job Description
Children and Youth Ministry Coordinator

Time: Part time, salary; 20 hours per week

Accountable to: Pastor

Purpose: Children and Youth Ministry is more than organizing events; it is about building relationships, creating a welcoming environment, nurturing faith growth, and supporting the home as the primary incubator of faith. This ministry includes planning and leading activities that help young people grow into faithful disciples and active participants in the life of the church. We are seeking a dedicated and enthusiastic individual to coordinate our Children and Youth Ministry in partnership with our Children, Youth, and Family (CYF) Ministry Team. This part-time position may be filled by one person or shared by two Coordinators—one serving Children (up to grade 5) and one serving Youth (grades 6–12).

Duties and Responsibilities

Serve as a positive role model and mentor for children and youth, offering guidance, encouragement, and support in their personal, social, and faith development.

- Model Christian behavior, respect for others, and a commitment to service.
- Attend worship regularly and actively welcome and engage children and youth.
- Maintain consistent communication and connection with children, youth, and their families.

Plan, organize, and lead age-appropriate activities that foster fun, relationships, and spiritual growth.

- Create a welcoming, inclusive, and positive environment.
- Ensure the safety and well-being of all participants and follow St. Andrew's Child Protection Policy.

Develop and coordinate programming, which may include:

- Children's Time during Sunday worship
- Youth gatherings following worship
- Intergenerational faith formation events
- Summer programming with the congregation and community (e.g., Vacation Bible School, bible camp)
- Fellowship activities and service projects
- Annual Family Faith Weekend Retreat
- Youth service trips and the ELCA National Youth Gathering

Collaborate with the Pastor, CYF Ministry Team, volunteers, and families in the planning and implementation of all activities.

- Partner with the Pastor and CYF Ministry Team to support milestone ministries (e.g., Baptism, First Bible, First Communion, Confirmation, Graduation).
- Equip and resource families for nurturing faith at home.
- Align all programming with the congregation's mission, vision, and values.
- Work within an approved budget for children and youth ministry activities.
- Participate in staff meetings and keep leadership informed of progress and concerns.

Qualifications and Skills

- A strong Christian faith and commitment to children and youth ministry
- Familiar with Lutheran theology and ELCA teachings and practices (preferred)
- Experience mentoring or leading children and youth (preferred)
- Strong interpersonal and communication skills, with the ability to engage and inspire young people
- Effective use of office technology
- Current AED/CPR and basic first aid training certification
- Ability to adapt teaching and communication to different age groups and learning styles
- Patience, empathy, and skill in working with groups of children and youth
- Self-motivated and able to implement team-developed ideas independently
- Valid Texas driver's license, proof of insurance, and successful completion of background and reference checks
- Flexibility in work hours, including evenings and weekends; hours may increase during summer and school breaks

Our Commitment to You as a Team Member

- Support for your ongoing spiritual growth
- Guidance and support in developing the skills and qualifications needed for this role
- Resources to support faith formation programming
- Leadership development opportunities
- Mentoring from the Pastor, church leaders, and volunteers
- Access to formal education, seminars, and training opportunities

Please forward resume and credentials to: personnel@standrewofcl.org