

Job Description: Director of Christian Education, Youth, and Family Ministry

Church: Parkside Lutheran Church

Reports To: Pastor

Position Type: Part-Time

Pay: \$20-\$24 per hour

Position Overview

Parkside Lutheran Church is seeking a dedicated and energetic **Director of Christian Education, Youth, and Family Ministry**. Employees are expected to support and work to embody and further Parkside's mission.

The purpose of this role is to maintain and increase youth and family engagement within the Parkside Lutheran Church community. The ideal candidate will foster a welcoming, spiritually nurturing environment where children, youth, and their families can grow deeper in their faith and build lasting connections with one another.

Primary Goals & Responsibilities

1. Christian Education Leadership & Management

Develop, coordinate, lead, and manage comprehensive youth Christian education programs. Primary areas of focus include, but are not limited to:

- **Staff Management:** Direct, support, and manage Christian education staff and volunteers to ensure effective program delivery and alignment with church goals.
- **Sunday School:** Oversee, curriculum plan, and co-lead regular Sunday School and Confirmation programming.
- **Nursery Education Programming:** Manage and develop engaging, faith-based programming for our youngest members.
- **Vacation Bible School (VBS):** Plan, coordinate, and execute the annual summer VBS program, including volunteer recruitment and curriculum selection.

2. Youth and Family Engagement

Develop and implement strategies to increase youth and family involvement within the broader church community. This includes coordinating and running fellowship and community-building activities, such as:

- **Seasonal Events:** Organize community events like Trunk-or-Treat and Holiday Sleigh Rides.
- **Youth Fellowship:** Create and lead dedicated "Teen Nights" and other age-appropriate gatherings.
- **Community Building:** Introduce new, creative fellowship activities that bridge the gap between church life and family life.

3. Financial Stewardship & Budgetary Oversight

- **Budget Management:** Act as the responsible steward for the designated Christian Education budget lines, ensuring programming and events are executed within financial allocations.
- **Proposals & Adjustments:** Monitor expenses and formally request any necessary budget increases or adjustments through the Pastor and leadership to support expanding program needs.

Expectations & Accountability

- **Sunday Presence:** The Director is required to be available on Sundays and in regular attendance to lead programming and connect with families.
- **Reporting:** To ensure alignment and support, the employee will provide written or verbal reports on activities, program progress, challenges, and future ideas to the Pastor and Church Council on a **monthly** (or at minimum, quarterly) basis.
- **Collaboration:** Work closely under the guidance and supervision of the Pastor to ensure all programming and instruction aligns with the theological values and mission of Parkside Lutheran Church.

Qualifications & Key Skills

- A vibrant faith and a heart for children, youth, and family ministry.
- Proven experience in people management, with the ability to lead, mentor, and effectively manage staff and volunteer teams.
- Basic financial acumen with experience managing a budget line and tracking expenses.
- Strong organizational, administrative, and event-planning skills.
- Excellent communication skills, with the ability to engage effectively with both children and adults.
- Ability to work independently, take initiative, and recruit/manage volunteers.
- Previous experience in Christian education, youth ministry, or a related field is preferred.