

Key Attributes

We seek someone who

- Loves the Lord
 - Expresses their faith in a way that is open and honest
 - Possesses faith founded in Luther's grace-oriented theology of the cross
 - Models the Gospel of Jesus Christ through a faith-filled and faithful life
- Engages people
 - Enjoys being with children, adolescents, and their families
 - Inspires others in a fun and friendly way
 - Creates meaningful activities, events, and experiences
 - Fosters deep connections with and between the people of God
- Acts with compassion
 - Listens attentively and is tuned in to the emotions others are experiencing
 - Cultivates healthy relationships with and among the youth and their families
 - Prioritizes and cultivates kindness, acceptance, and love
 - Works with the congregation in striving for peace and justice in our community and world
- Innovates
 - Cultivates creative problem-solving
 - Shepherds volunteers and colleagues in their work with the congregation's children and young people
 - Connects others to helpful resources
 - Acts as a conduit between children, youth, and other members of the congregation

Qualifications

- Active congregational membership in the Evangelical Lutheran Church of America (ELCA) or one of our [Full Communion Partners](#)
- Three or more years' experience in education, child and youth mental health, a youth related non-profit, or similar experience
- Is certified or willing to become certified in Mental Health First Aid, such as offered through the [National Alliance on Mental Illness \(NAMI\)](#), or has other professional mental health qualifications
- Has updated CPR training/certification, preferred

Areas of Responsibility

Connecting with the Congregation

- Responsible for the safety and protection of the congregation's children and youth, follows all Safe Sanctuary policies and procedures, and ensures they are followed by all adults during Saint Thomas programs and events
- Oversees recruitment of, supervises, trains, and provides support and encouragement for all leaders of children and youth events and activities
- Regularly attends worship services
- Visits occasionally with families of the congregation's children and youth
- Informs the Pastor of any known or new pastoral care needs of children, youth, and their families
- Plans family-related events, such as the Advent Dinner, Shrove Tuesday Pancake Dinner, and Easter Breakfast
- Solicits updates from leaders of the various youth and children's ministries and shares with the congregation on a regular basis, e.g. in the monthly newsletter, weekly announcements, on social media, etc.
- Works with the Parish Administrator to coordinate scheduling and additions to the Church Calendar and provides oversight of related budget requests, expenditures, and reporting

Christian Education (Pre-K to Grade 6)

- Chairs the Education Committee
- In partnership with the Sunday School Coordinator, provides a high-quality curriculum, actively recruits teachers, provides teacher training, supports teachers through regular check-ins, and plans and promotes a dynamic August Sunday School Kickoff event
- Champions Christian education among the congregation

Youth Groups (Grades 7 to 12)

- In concert with lay leaders, plans, directs, and participates in church-related activities of the congregational youth, including regular youth group gatherings.
- Plans and leads confirmation activities; works with the Pastor to choose a curriculum, train teachers, and teach classes, as needed
- Coordinates fund raising opportunities for large youth-related events, such as the triennial ELCA Youth Gathering.
- Occasionally attends school and community events of significance for youth group members

Performance Standards

- Demonstrates outstanding interpersonal skills in dealing with youth, students, parents, and others, practicing caring conversation and using the language of faith
- Serves as a conduit for multigenerational enrichment and meaningful service to God's people
- Observes best practices of ELCA ministry and education
- Utilizes exceptional organizational skills
- Acts with a high degree of integrity

Areas of Special Emphasis

- Knowledge of Lutheran theology, principles of education, and spiritual growth
- Ability to maintain confidentiality of records and information

Working Hours

- This is a salaried, half-time (~20 hours/week) position.
- Employee is expected to arrange compensatory time when more than 20 hours are worked in a week.
- Employee is expected to attend weekly staff meetings.
- Employee is expected to attend at least one worship service on Sunday mornings.