

Job Description: Intergenerational Outreach Coordinator

Peace Lutheran Church in Tacoma, WA

Job Summary

The Intergenerational Outreach Coordinator is a part-time position called by Peace Lutheran Church to nurture ministry opportunities for people of all ages. The coordinator will work to bring people from diverse backgrounds together, encouraging faith formation and spiritual growth in an intergenerational community at Peace Lutheran Church, conduct outreach to residents of the Hilltop neighborhood and families of Peace Community Center programs, publicize all events, build supportive relationships, and recruit caring persons to be involved in ministry.

Job Details

- **Vision:** Develop a plan to carry out the vision for intergenerational ministry with the Director of Children, Youth, and Family Ministry and Pastor. To ensure all opportunities support the vision for intergenerational ministry.
- **Outreach:** Plan, lead, and implement an outreach strategy through teamwork and partnership with the Director of Children, Youth, and Family Ministry, Vision and Call Fellow, and Pastor.
 - Invite into event participation members and/or visitors to Peace, the Hilltop neighborhood, and/or families participating in Peace Community Center programs. Extend further invitations into Sunday morning participation in the life and ministry of Peace Lutheran Church.
 - Attend key Peace Community Center and Church community outreach events (e.g., Family Nights, Community Meals) to do outreach.
 - Be actively engaged in neighborhood immersion and intentional visitation with people of all ages.
 - Utilize all means of communication necessary to invite everyone to attend all events.
 - Maintain a database of contact information and track participation in all events.
 - Seek to address all barriers to consistent participation (e.g. transportation, finances, family struggles).
 - Engage the congregation to join the outreach effort.
- **Coordination:** Coordinate (but not necessarily lead) intergenerational events, delegating responsibility and ensuring that leaders are in place and have the supplies, resources, and support needed to be successful in ministry. Events include but are not limited to the following:
 - Community Outreach Events (e.g., Harvest Festival, Christmas Brunch, Easter Eggstravaganza)
 - Family Engagement Events
 - Summer Bible Adventure (Vacation Bible School)
 - Summer Family Day (Block Party)
 - Kids@Peace (Weekly Bible activity time)
 - Faith Quest (Summer Elementary Academy Bible Study)
- **Communication:** Promote intergenerational events using written and oral expression.
 - Lead publicity efforts for intergenerational events including Sunday announcements (for Church community), neighborhood fliers (for Hilltop community), and promotion of events to Peace Community Center families.
 - Communicate the scheduled events and expectations in a clear and timely manner.

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- Relationship-building and Care: Develop relationships with people of all ages with a listening, caring, and compassionate manner, and share regularly with the Pastor any pastoral care concerns.
 - Make phone calls, send emails, texts, or cards, and make visits to families at home, when appropriate.
 - Ensure intergenerational events establish loving expectations for involvement of all people to help build disciples as well as ensure all are welcome.
- Recruitment and Support: Work with the Supervisor to develop volunteer job descriptions and recruit, train, support, and encourage a team of leaders and helpers from the congregation to serve.
 - Encourage participation of the congregation in intergenerational ministry and in caring relationships with all people in our community.
 - Ensure all activity leaders and helpers follow church protection policies and procedures.
- Teamwork and Partnership: Work closely with the Director of Children, Youth, and Family Ministry, Vision and Call Fellow, Pastor, and Education Chair on Council.
 - Partner closely with Peace Community Center staff and volunteers.
 - Work collaboratively with staff and volunteers.
- Meetings: Meet regularly with supervisor. Attend staff and planning meetings as appropriate.
- Duties as Assigned by Supervisor

Job Expectations

- Report to the Director of Children, Youth, and Family Minister who is the Supervisor.
- Work an average of 15 hours per week. Regular work week includes 9:30 am – 12:30 pm on Sundays and some dedicated office hours. The church calendar will guide activity schedule and will require work day flexibility.
- Become a member of Peace Lutheran Church, active in worship and congregational life.
- Submit to a state and federal security background check and credit history check.
- Submit to a van driving exam required for insurance compliance.
- Drive church van.

Job Expectations: Performance Evaluations

- 3-month review with Supervisor, Pastor, and Council representative
- 6-month review with Supervisor and Executive Council
- Annual Review with Supervisor, Council representative(s) and solicited written evaluations from congregation members

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Candidate Qualities Expected

- Is a person of faith in God, compatible with the Evangelical Lutheran Church in America
- Has a heart for ministry with people of all ages
- Possesses ability to connect with, reach out to and invite children, youth, parents/guardians, and families
- Respects and celebrates diversity
- Encourages everyone to use their God-given gifts to serve God
- Demonstrates a passion for service in an urban setting
- Demonstrates an understanding of and competence in sensitive economic, ethnic/race and religious differences and issues

Candidate Experience Required

- High school diploma or GED
- 3 years of experience planning events
- Effective communication: ability to communicate in written and verbal capacity
- Organized and efficient with good time management skills
- Proficient with current version of Microsoft office tools: WORD, PowerPoint, Excel etc.
- First Aid and CPR certified or ability to obtain certification within first 30 days of employment

Candidate Experience Desired

- Some college level education
- Some job related experience in urban ministry