

# Coordinator of Children's, Youth & Intergenerational Ministry

## POSITION SPECIFICATIONS

---

Location	Peace Lutheran Church in Tacoma, Washington
Reports to	Pastor
Position Type	Part-time (20 hours/week)
Compensation	\$1993/month
Website	<a href="http://www.peacelutheranchurchtacoma.org">www.peacelutheranchurchtacoma.org</a>

## SUMMARY

---

The Coordinator of Children's, Youth & Intergenerational Ministry is a part-time position called by Peace Lutheran Church to strengthen the faith formation of children and youth at Peace Lutheran Church, reach out and build children's and youth ministries, recruit caring persons to be involved in the lives of children and youth, build supportive relationships with parents/guardians, and encourage faith growth and relationships in community. Peace Lutheran Church defines "children" as birth through 4<sup>th</sup> grade and "youth" as 5<sup>th</sup> grade through 12<sup>th</sup> grade.

## POSITION DETAILS

---

- **Vision:** Develop a plan to carry out the vision for children's, youth, and intergenerational ministry with the Pastor and Council Education chairperson.
- **Sunday Coordination:** Coordinate Sunday children's and youth ministry opportunities, delegating responsibility and ensuring that leaders are in place and have the supplies, resources, and support needed to be successful in ministry. Monitor Google teacher/leader rotation scheduling documents.
- **Coordination and Support for Children's, Youth, and Intergenerational Ministry Outreach Opportunities:** Coordinate (but not necessarily lead) children's and youth ministry outreach opportunities, delegating responsibility and ensuring that leaders are in place and have the supplies, resources, and support needed to be successful in ministry; support intergenerational events.
- **Outreach:** Plan, lead, and implement an outreach strategy through teamwork and partnership with the Vision and Call Fellow, Intern Pastor, Pastor, and leaders in children's and youth ministry.
- **Communication:** Promote children's, youth, and intergenerational ministry opportunities using written and oral expression.
- **Relationship-building and Care:** Develop relationships with children, youth, and parents/guardians with a listening, caring, and compassionate manner, and share regularly with the Pastor any pastoral care concerns.
- **Recruitment and Support:** Recruit, train, and support a team of leaders and helpers from the congregation to serve in children's, youth, and intergenerational ministry.
- **Teamwork and Partnership:** Work closely with the Director of Community Engagement, Vision and Call Fellow, Intern Pastor, Sunday School Superintendent, Pastor, Education Chair on Council, and other ministry leaders and helpers. Attend relevant meetings.

## **JOB EXPECTATIONS**

---

- Report to the Pastor who is the Supervisor
- Work an average of 20 hours per week. Regular work week includes 9:30 am – 12:30 pm on Sundays.
- 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.

## **CANDIDATE QUALITIES EXPECTED**

---

- Person of faith in God compatible with the Evangelical Lutheran Church in America
- Has a heart for ministry with children, youth, and families
- Possesses ability to connect with, reach out to and invite children, youth, parents/guardians, and families
- Respects and celebrates diversity
- Encourages children, youth, parents/guardians and families 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 navigating sensitive economic, racial/ethnic and religious differences and issues; a commitment to dismantling racial inequities; and a desire to deepen understanding of institutional racism for oneself and others through study, collective discussion, and trainings

## **CANDIDATE EXPERIENCE REQUIRED**

---

- Candidates must be fully vaccinated against COVID-19 and available to work in-person
- High school diploma or GED
- 3 years of experience working with children or youth
- 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

## **APPLICATION PROCESS**

---

- Applicants must submit cover letter and resume to [plcjobs@peacetacoma.org](mailto:plcjobs@peacetacoma.org). Resume to include at least 3 references attesting to your qualifications. Qualified candidates will be interviewed on a rolling basis until the position is filled.