

Director of Youth and Family Ministry/Congregational Life Coordinator

Windsor Heights Lutheran Church
1240 66th Street
Windsor Heights, Iowa 50324
515-277-6277 www.whlc.org



Purpose: The Director of Youth and Family Ministry / Congregational Life Coordinator provides leadership and support in developing programs to help PreK – 6th grade children, youth, and their families grow in faith, love, and obedience to the will of God. Other duties that support vibrant congregational life will be assigned based on experience and need, and will change as the congregation's missional goals change over time.

Reports to: Lead Pastor

Typical duties in youth and family ministry (50-60%):

- Plan and lead ministries with youth, including youth group, service projects, retreats, ELCA Youth Gathering, synod events, etc.
- Engage children, youth, and families in lives of prayer, learning, worship, and service.
- Equip children and youth for worship leadership.
- Create opportunities for meaningful connection between generations.
- Foster a climate of invitation, outreach, welcome, openness, and acceptance.
- Serve as a mentor and role model for children and youth.
- Show respect for youth and a willingness to engage in relationships of mutuality.
- Establish educational programming for toddlers and children (PreK – 6th grade) and parents on Sunday morning during the school year.
- Establish discipleship programming for children (PreK – 6th grade) on Wednesday evenings during the school year.
- Coordinate Vacation Bible School to be held one week during the summer.
- Work with pastors and music staff to create a children's program as part of worship during the season of Advent.
- Recruit and equip volunteers to teach and lead children's ministry programs.
- Work with Parish Education committee to create a calendar of activities and manage the children's ministry budget.
- Select curriculum and prepare materials for all children's activities, including Creation Station.
- Cultivate small groups of young adults for Bible study, service, and fellowship.

- Maintain connections with WHLC students after high school and facilitate interactions between supportive adults and college students throughout the year.

Based on experience and congregational needs, other duties may include some, but not all, of the following (40-50%):

- Coordinate updating of content on church website.
- Develop and maintain digital means of community building and outreach, focusing particularly on social media.
- Coordinate a consistent message, look, and feel throughout all printed and digital communications.
- Serve as liaison/hub for all communication.
- Serve as editor-in-chief of all publications, selecting and editing content, developing goals for each medium, coordinating seasonal needs, and finding “news” to report.
- Work with the communications committee.
- Recruit, equip, and train volunteers for service opportunities in the congregation and community.
- Maintain a volunteer/skills database (i.e., manage time and talent).
- Coordinate, develop, and administer community outreach.
- Manage relationships with local outreach partners.
- Research additional projects and ministries to further develop mission of outreach.
- Use online registration for events and scheduling.
- Identify needs and ensure that resources are available for events (AV equipment, tables, chairs, etc.).
- Gather feedback/evaluation and send thank-you notes after events.

Other requirements:

- Bachelor of Arts or Sciences degree
- Experience in education or church work preferred
- Professional work ethic and positive attitude, including confidentiality and healthy communication
- Relational skills with children, parents, and people of all ages and backgrounds
- Organizational skills to manage resources necessary for ministry
- Knowledge of children and adolescent development
- Committed to ongoing personal and professional growth
- Ability to engage current technologies as a tool for communication, teaching, resource sharing, and other applicable needs
- Flexibility and a desire to learn new things

Compensation: This is a full-time, non-ordained position providing salary and benefits commensurate with experience.

How to Apply: Please send a current resume and statement of interest to The Rev. Christopher Olkiewicz, Lead Pastor at the address above or revchris@whlc.org.