

St. Stephen's Lutheran Church (ELCA)
1575 Charlton Street | West St. Paul, MN 55118
Office: (651) 457-6541

Activities Coordinator of Children, Youth and Family Faith Formation

The Activities Coordinator of Children, Youth and Family Faith Formation will lead St. Stephen's in visioning, planning and implementing relationship building and faith forming activities for our children (PreK through 5th grade), our youth (6th through 12th grade) and families. We are looking for someone who is motivated by their personal Christian faith and who will encourage the faith lives of our young people at St. Stephen's in a variety of ways. This is a part-time position, approximately 15 hours per week and includes some travel.

Core Competencies

- Be understanding and respectful of the beliefs of the Evangelical Lutheran Church of America and teach them confidently.
- Understanding of the development of CYF (Children, Youth and Family) culture and trends.
- Possess Christ-centered, joy-filled passion for ministry which flows from a vibrant personal faith.
- Work well with others, maintaining positive and effective relationships and communication with church staff and ministries, church members and guests.
- Demonstrate honesty and integrity; respects confidentiality.
- Takes advantage of professional growth opportunities related to his/her job.
- Demonstrate ability to grasp and adjust to new and changing situations.
- Demonstrate initiative and ability to work without close supervision.
- Adheres to safety rules.

Primary Functions

- Will work with the Youth Committee, including on budgetary matters.
- Will partner with the Education Coordinator of Children, Youth and Family Faith Formation.
- Partner with families, encouraging parent(s)/guardian(s) in developing faith forming activities.
- Work with the pastor and staff; provide vision, planning, and oversight of St. Stephen's student activities (PreK – 12th Grade).
- Plan and implement programming in conjunction with St. Stephen's curriculum, worship and teaching plans including: Monthly Wednesday intergenerational, faith formation activities; Retreats; Camping; Service Opportunities; Vacation Bible School; Participation in worship; National Youth Gatherings; Large group production during Sunday worship involving all children at least once a year.
- Recruit, train, inspire and coach a team of passionate, committed volunteer leaders. All volunteers must have current background checks.
- Develop strong relationships with students' parents to maintain a culture of transparency, trust, and equipping of parents to lead spiritually at home.
- Be actively engaged in connecting with students and parents during worship.
- Actively pursue opportunities to have students involved in worship.

Secondary Functions

- Meet regularly with the Pastor and leadership staff for debriefing, feedback, leadership development and planning.
- Attend weekly staff meetings when possible.
- Be active at St. Stephen's worship and events.
- Attend Youth Committee meetings.
- Communicate about ministries through all means available.

If you are interested in further conversations about this opportunity, we invite you to submit your resume to be considered. Please e-mail your application materials to jobapp@ststephenswsp.org. To see more about our congregation, we welcome you to visit our website at www.ststephenswsp.org or Facebook page "sslwsp".