



(952) 926-7603

4003 Wooddale Ave. S. St. Louis Park, MN 55416  
www.wooddalelutheran.com

## **Children, Youth, and Family Faith Formation Coordinator**

**We offer you the opportunity to work with the Wooddale congregation to grow God's love and service in our littlest members and their families.**

We're looking for a faith formation coordinator who wants to make a BIG difference in a small church with a HEART for SERVICE! There is no requirement for a Theology background. Instead, we're looking for a Christian with love of working with our community's youth – perhaps a former teacher, daycare provider, or coach – who feels called by the spirit!

**The Position:** Our ideal faith formation coordinator is organized, personable, and thrives on learning, planning, and running fun and educational youth programs. Creative and passionate, he or she is also detail oriented and successful at communicating and marketing children, youth and family ministry (CYFM) programs. The faith formation coordinator is a collaborator that rallies families and youth to fulfill our mission: to learn together, serve together, and play together, building meaningful relationships with one another.



**The Church:** We're a small community church in St. Louis Park with a great purpose – We've got a HEART for SERVICE. We believe that EVERYONE deserves God's love and we strive to show love to those around us through service. Our CYFM mission at Wooddale is to create a nurturing space where children and families love God's world together. We invite all to learn together, serve together, and play together as a way to build meaningful relationships with one another.

### **Responsibilities and Duties:**

This critical position will manage the youth programs from start to finish, in collaboration with the pastor, CYFM ministries, other ministries, and the families at Wooddale. This role reports to the Pastor, and is part time (½ to 2/3 time/week).

The course of this role will evolve over time –

#### **Year 1 focus: Assess and Build**

- Assess current state of youth programming and build community: develop one-on-one relationships with the Wooddale families and community, continue to foster the programs that currently exist
- Build process, organization, and communication: Continue to build out and refine the existing organizational hub for CYFM programming

#### **Year 2 & Beyond: Vision and Evolve**

- Create 3 year vision with support of the CYFM ministry and tactical plan that delivers against the vision: Use learnings from year 1 to set vision for youth programming to shape lifelong faith of our youth through ministry
- Begin to implement against the 3 year tactical plan, making changes to youth programs

### Core Competencies

- Passionate about children and youth and their faith journey
- Respect, teach and model the ELCA Lutheran theology, inclusion & grace
- Excellent communication skills; verbal, written, social media
- Highly organized to plan, promote and execute programs and events
- Promote community engagement & service

### General Responsibilities

#### Planning and administration

- Administrative functions of CYFM planning & event execution
- Coordinate & publicize a calendar of events
- Connect families and drive family engagement
- Act as a school and community liaison
- Identify curriculum and content of program and events
- Imagine Heart for Service activities
- Communicate and promote CYFM programs, partnering with the Invitation Ministry to execute CYFM marketing
- Recruit, equip & celebrate lay leaders to support programs and events
- Collaborate with the CYFM Committee on annual budget & work within the budget
- Lead fundraising that supports CYFM

#### Programs

- Lead Sunday School, VBS & other programs supported by CYFM & volunteers
- Lead Jr/Sr. High ministry

#### Worship

- Lead youth involvement in worship
- Encourage children & youth to take active roles in congregational life
- Equip youth and families with tools to establish healthy spiritual practices
- Work across ministries to collaborate on congregational projects

### Current Programs

- Sunday School: pre K – 3rd grade (includes Christmas program in collaboration with music team)
- Mission Possible: Sunday School for 4th - 6th grade with service focus
- Doughnuts and Devos: Sunday morning youth group for 7th - 12th grade
- Confirmation ministry for 7th - 8th grade
- VBS day camp
- Milestone ministry in collaboration with the pastor
- Camps & mission trips

### Training & Experience

- 4 year college degree
- 2-5 years of experience working with children & youth
- Commitment to work flexible hours including evenings & weekends
- Ability to engage in moderate physical activity
- Experience developing & leading programs
- Experience organizing/developing volunteers
- Excellent communication skills, including social media skills



Please send resumes to: [cyfm@wooddalelutheran.com](mailto:cyfm@wooddalelutheran.com)

Questions can be answered at 952-926-7603 on Monday-Thursday.