**Children & Family Ministry Coordinator**
**Full Job Description**

The Children & Family Ministry Coordinator is responsible for planning and leading faith formation opportunities for children, youth, and families at Good Shepherd Lutheran Church.

**Key Responsibilities:**

* **Program Planning & Implementation**
Coordinate and lead educational programming, including:
	+ Traditional Sunday School
	+ Intergenerational “Together in Faith” classes (Preschool–6th grade)
	+ Christmas Program
	+ Vacation Bible School
	+ Summer Youth Service Days
	+ High School Service Trip
	Innovate and adapt these programs to better meet the needs of participants.
* **Confirmation Support**
Assist with the confirmation program by:
	+ Recruiting and supporting volunteers
	+ Communicating with students and parents
	+ Mentoring youth
	+ Assisting other adult leaders
* **Youth Ministry Development**
Create and lead a consistent high school youth program that meets regularly during the school year.
* **Safety Oversight**
Ensure safe practices across all programming, including maintaining up-to-date background checks for all volunteers over age 18.
* **Communication**
Keep the congregation informed through:
	+ Weekly emails
	+ Monthly newsletter articles
	+ An annual year-end report