**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