

# Ascension Lutheran Church, Thousand Oaks, CA

## Position Description

Updated August 28, 2023

**Position Title:** Children, Youth, and Family Director  
**Reports To:** Senior Pastor

### Summary

This is a full time, salaried position, working with primarily children and youth from birth to 12<sup>th</sup> grade, and their families. The position requires an active faith life, experience working with children and youth, and excellent critical thinking, organizational, and people skills.

### Responsibilities

#### Children's Ministry

- ❑ Coordinate Sunday School: Communicate with teachers and parents; provide curriculum and supplies in a timely, organized fashion, regularly review Sunday School attendance and follow-up with families as needed
- ❑ Create programming for One Ascension community (church and school) children
- ❑ Help lead weekly chapel services in collaboration with the music teacher, pastors, principal, and worship arts class
- ❑ Build relationships with Ascension School and Early Childhood Center families, especially by attending events
- ❑ Actively invite School families into the life of the Church.
- ❑ Lead children's message in Sunday morning worship service once per month.
- ❑ Coordinate events like Rally Day, Hanging of the Green, movie nights, etc.
- ❑ Organize a week of Vacation Bible School each summer: work with a team of volunteers and CYF Pastor to determine the appropriate structure and schedule
- ❑ Evaluate the need and coordinate nursery care for worship service and events
- ❑ Encourage worship attendance

#### Youth Ministry

- ❑ Plan and lead weekly Bible study for high schoolers
- ❑ Be a primary point of contact for high schoolers; be intentional about building relationships with them, including via 1:1 meetings
- ❑ Lead and plan service projects, fun activities, and additional gatherings (breakfast between services, evening homework time, etc.) throughout the year
- ❑ Mentor and work with youth to develop youth leadership; build events around areas of interest to the youth
- ❑ Collaborate with the pastors in teaching Confirmation (7<sup>th</sup>-8<sup>th</sup> grade)
- ❑ Plan and lead fundraisers alongside the youth
- ❑ Plan and lead 2-4 retreats per year, usually including a week-long summer trip
- ❑ Encourage worship attendance and leadership among middle and high school students

#### Additional Responsibilities

- ❑ Collaborate with the pastoral team to innovate in CYF ministries
- ❑ Communicate in a timely fashion with parents; nurture relationships with families

- ❑ Recruit, train, and nurture volunteers
- ❑ Attend Tuesday morning staff meetings as well as Sunday morning worship
- ❑ Participate in and support milestones for children and youth

### **Qualifications**

- ❑ Bachelor's Degree preferred
- ❑ Active, demonstrated Christian faith, and strong familiarity with the Lutheran faith
- ❑ Passion for and experience working with children and youth
- ❑ Demonstrated critical thinking skills, leadership skills, and open-mindedness
- ❑ Strong administrative, interpersonal, and communication skills
- ❑ Excellent organizational and time management skills
- ❑ Ability to work independently; team player who will work toward our common goal
- ❑ Ability to operate personal computer and software program

### **Work Environment**

The CYF Director will often work in a typical office environment, utilizing a personal computer and normal office equipment to perform the necessary job duties. A significant portion of this person's time will be spent leading engaging with youth and leading youth ministry events.

**Salary: \$64,480 with benefits including medical and 6% retirement contributions**

### **To Apply**

Please email your resume to [pastortim@alcto.org](mailto:pastortim@alcto.org)

