



4901 Chowen Avenue South, Minneapolis, MN 55410
www.lakeharrietumc.org

Director of Children, Youth, and Families

About Children, Youth, and Family (CYF) Ministry at LHUMC

Vision: To be the destination for Children, Youth, and Families who seek an inclusive, intergenerational faith community

Mission: We foster an inclusive, welcoming culture where all Children, Youth, and Families feel seen, safe, and spiritually nurtured wherever they are in their faith journey.

POSITION DUTIES

Reports to: The Director of Engagement and works with lay leadership

Outcome 1: Programs—Children and youth experience meaningful, age-appropriate faith formation and fellowship that nurtures a sense of belonging, lifelong discipleship, and friendships.

The Director will:

- Facilitate fun and fellowship for children, youth, and families, including weekly and monthly programs as well as special, annual off-site events and trips.
- Offer faith milestones and special events that are memorable and formative
- Provide faith formation education.
- Coordinate CYF elements into worship services.

Outcome 2: Relationships and Mentoring—CYF feel connected, safe, supported, and appropriately challenged to grow in their faith and Christian identity.

The Director will:

- Foster relationships so that CYF feel connected, safe, supported, and appropriately challenged by mentors to grow in their faith and Christian identity.
- Be present in the LHUMC community and attend events important to CYF, such as concerts, sports events, and other milestones.
- Initiate at least one personal check-in with each new family within their first month of participation.
- Manage Safe Gatherings/Safe Sanctuaries policies, research, and update practices annually, partner with all ministry leads to educate families and the church community, train leaders and staff, and ensure compliance with local, state, federal, and conference mandates.

Outcome 3: Communication—Families receive advanced notice, reminders, and regular communication about church opportunities to enrich their child’s spiritual journey.

The Director will:

- Utilize the best medium for each stakeholder group (e.g., church newsletter, email updates, website, social media, and/or online worshipers).
- Maintain weekly email updates in coordination with the LHUMC Communications staff member.
- Develop a “living” calendar that includes weekly, monthly, and annual experiences for each age group.

Outcome 4: Volunteer Leadership—A committed, robust team of adult and youth volunteers who feel empowered and well-equipped to support ministry programming.

The Director will:

- Identify, recruit, and train volunteers in coordination with the Director of Engagement.
- Schedule and lead the regular meetings for the Children's Ministry Team and the Youth Ministry Team.
- In collaboration with the Children Ministry Team and the Youth Ministry Team, identify goals and a vision for each ministry age group.
- Provide volunteers with resources, encourage ownership, and conduct regular assessments in order to keep programs thriving.

Outcome 5: Planning and Administration—Programs are well-planned, organized, sustainable, and aligned with LHUMC’s values

The Director will:

- Manage the schedules, events, physical resources, and organizational needs of CYF ministry.
- Provide multiple engagement opportunities at different times each month to accommodate CYF who are not available during the weekly scheduled programs.
- Network in the community and with other congregations to develop and share programming and a mutual resource base of CYF expertise.
- Participate in team staff meetings and other duties as assigned.
- Comply with all aspects and policies of LHUMC personnel policy.
- Hold regular office hours at least 3 days a week. Remote work may be possible and can be arranged with supervisor

Minimum Qualifications

- High School Diploma or GED

- Valid Minnesota Driver's License
- Successful criminal background screening
- CPR and First Aid Certifications (may be obtained after starting the position)
- Two or more years of experience working with children and youth
- Experience creating programs for children and youth
- Basic computer literacy and a willingness to learn new technology
- Solid budget management skills
- Integrity and trust
 - Practices direct, honest, and transparent communication
 - Responds to situations with constancy and reliability
 - Maintains appropriate boundaries and keeps confidences

Preferred Qualifications/Core Competencies

- Earned Bachelor's Degree in Education, Developmental Psychology, Religious Studies, or related field from an accredited institution.
- Experience working in a church setting
- Hospitality
 - Generate a sense of hospitality and accessibility by their presence.
 - Communicate a sense of availability, warmth, openness, and approachability.
 - Relate to youth, create a culture of belonging, hold space for both fun and serious conversations, and offer mentoring to children and youth as they grow.
- Interpersonal and Communication Skills
 - Approach conflict with maturity and engage in honest conversation.
 - Admit to and learn from mistakes; respond to constructive feedback from peers and supervisor.
 - Express thoughts and feelings clearly, openly, and appropriately in verbal, written, and digital formats.
- Creativity and Innovation
 - Implement existing LHUMC practices and programs during their first year and then innovate for growth and improvement in subsequent years.
 - Generate new ideas and make new connections among existing ideas to create fresh approaches.
 - Self-start and work both independently and collaboratively with staff, lay leaders, and volunteers.

Salary and Benefits: 12-month, full-time, exempt position, with benefits. Will include some night and weekend events.

Apply by sending a letter of interest and resume to:

Lake Harriet UMC
4901 Chowen Avenue South, Minneapolis, MN 55410

OR Email letter of interest and resume to: church@lakeharrietumc.org