

Holy Trinity Lutheran Church
Children, Youth, and Family Ministry Coordinator

2730 East 31st Street • Minneapolis, MN 55406

612.729.8358 • www.htlcmpls.org

Title: Children, Youth, and Family Ministry Coordinator

Reports to: Associate Pastor

Status: Part-time (20 hours/week)

Holy Trinity Lutheran Church:

HTLC is a healthy, vibrant, financially stable, urban faith community that believes that God's love is given freely to all people of all classes, races, ages, genders, sexualities, abilities, documentation statuses, and any other social distinctions. Therefore, we are committed to welcoming all people, with no exception, to the full life of this community of faith. Holy Trinity's life is nurtured through participatory worship and varied educational opportunities. In turn, these provide motivation and energy for neighborhood and global involvement through which God's grace is proclaimed, God's forgiveness is extended, and God's justice is sought.

Position Summary:

The Children, Youth, and Family (CYF) Ministry Coordinator will work in collaboration with the Associate Pastor and provide organization and leadership for children's faith formation and support for youth programs and events throughout the year. Candidates will work consistent with the congregation's values.

Essential Functions:

Plan and Implement Children and Youth Faith Formation Program

- Select and/or develop Sunday School curriculum consistent with HTLC's values.
- Prepare weekly Sunday School materials, serve as support for all teachers, lead large group opening time as needed, and organize Sunday morning breakfasts and open gym time. Be physically present on Sunday mornings.
- Coordinate Wednesday evening meals and open gym time for choir families during the school year. Be physically present on Wednesday evenings.
- Be physically present and assist Cantor with select worship services the Children's Choir sings at (approximately 7 times per year).
- Plan and organize Children's Advent Program and Children's Easter Vigil Program.
- Organize and lead 2-3 seasonal events for children and families throughout the year.
- Assist with planning and implementation of family retreat and summer ministries (VBS).

Support Youth Ministry

- Perform administrative responsibilities such as tracking registrations and payments for youth trips, programs, and events.
- Assist with planning and implementation of youth trips, including serving as the primary staff leader for one off-site trip.
- Relate to adult guardians and adult volunteers.

Nurture Relationships and Build Community

- Be self-motivated in building relationships with children, youth, and their parents/guardians.
- Create an environment where all feel safe and seen. Be attentive to the needs of children of diverse populations and welcoming of diverse family structures.
- Attend and participate in worship weekly, and tend to the inclusion of children and youth in worship.

Recruit, Equip, and Support Volunteers

- Assist with identifying, recruiting, and supporting volunteers in children's ministry.
- Manage background checks and communicate HTLC's safety and security policy.
- In collaboration with the Associate Pastor, coordinate efforts to recognize and appreciate existing volunteers.

Communication

- Provide consistent and concise communication for children, parents, and members via email, social media, and other established platforms.
- In collaboration with pastors and music staff, set a yearly faith formation calendar.
- Communicate weekly with Sunday School teachers and Confirmation leaders to build rapport, offer support, and share updates.

Other Responsibilities

- Participate in bi-weekly staff meetings and occasional staff retreats and outings.
- Maintain relationships with the Children and Family Committee and Youth Committee.
- Organize and maintain the CYF resource room and sanctuary playground.
- With office staff, maintain class rosters, update CYF database, and regularly communicate ongoing expectations and space needs for faith formation and CYF programming.

Minimum Qualifications

- Bachelor's degree or significant, relevant work history or education in children's ministry or a related field.
- Flexibility in hours and scheduling (available on Sunday mornings, Wednesday evenings, and occasional Saturdays).

Physical Requirements

- Ability to use a computer.
- Ability to move freely among ministry settings (e.g., classrooms, sanctuary, service ministry sites).
- Ability to lift 40 lbs.

Core Competencies

- *Attention to Detail:* Consistently attends to the many small pieces which must be assembled into an organized whole; follows up on missing or out of balance items; resolves unanswered questions needed to address a problem; keeps the larger picture in mind while tending to the smallest of details.
- *Compassion and Care:* Exudes a natural sense of care for the well-being of others; responds with empathy to the life circumstances of others; communicates a sense of support; demonstrates appropriate and boundaried expressions of care.
- *Teamwork:* Has a positive orientation toward getting people to work together; engages in thoughtful and attentive listening; fosters open dialogue; creates strong feelings of belonging among group members.
- *Communication:* Has the ability to express oneself clearly in conversations and interactions with others; brings a positive presence to communication opportunities; can deliver a message clearly through written or spoken skills.
- *Hospitality:* Generates a sense of hospitality by their very presence; communicates a sense of availability, warmth, openness, and approachability; fosters natural connections between members of

the congregation (children, youth, and adults) and with visitors; supports a culture of welcoming and belonging in the life of the congregation.

Salary and Benefits:

- This is a part-time position offering a salary of \$20,800-31,200/year, depending on experience. Continuing education funds offered annually. Paid sabbatical after six years of service. Holy Trinity Lutheran Church actively seeks a diverse pool of candidates.

Application Process:

- Interested candidates should send a brief cover letter and resume to Rev. David Larson-Martínez (david@htlcmpls.org). Application review begins on November 25, 2025. Position is open until filled.