

Ministry Assistant for Children, Youth, and Family Ministries

Trinity Lutheran Church

Introductory Statement

Trinity Lutheran Church has a mission of “Serving in Christ’s Love and Sharing the Good News.” An integral part of that mission is our ministry with children, youth, and families (CYF).

We are seeking a person to join Trinity’s staff as Ministry Assistant for Children, Youth, and Family Ministries. This ministry’s mission prospers when staff/volunteers provide children, youth, and families opportunities which introduce and grow faith in God. These opportunities include Noah’s Ark Preschool, Early Childhood Education, Faith Formation (Sunday and Wednesday), Summer Programming, and special events for children, youth, and families throughout the year. All aspects of ministry seek to live into the 5 baptismal promises of living among God’s faithful people, listening to the Word of God and sharing in the Lord’s Supper, proclaiming the good news of God, serving all people following the example of Jesus, and striving for justice and peace in all the earth.

Trinity Lutheran Church seeks to engage all people in meaningful and faith-growing ministries. The Ministry Assistant for Children, Youth, and Family Ministries will work as part of the CYF Team (also including Noah’s Ark Preschool Director, Youth Ministry Director, Children & Family Ministry Director, and CYF Pastor) and in close cooperation with the support staff of Trinity to provide for the administration and communication tasks that contribute to the success of our ministry.

Qualifications

The Ministry Assistant for CYF Ministries must have a sense of call and a passion for ministry with children and their families that is grounded in an appreciation for this congregation, its mission, and worship life.

This person must see their position as part of the ministry to and with the people of God known as Trinity Lutheran Church. Commitment to this comes from an understanding that God’s love is for all, and that God gives each person valuable gifts to contribute to the health and vitality of shared mission.

This person shall have skills that contribute to a healthy team approach to ministry and possess a positive spirit/attitude and demonstrated ability to learn and handle multiple tasks while working cooperatively with all staff, volunteers, parents, and children. This person shall be flexible in the work environment, handle communication with efficiency, and manage details with accuracy.

This person shall be proficient in the use of computer technology (including Microsoft Office and Google products) and communication via social media, with an aptitude to learn new programs as needed. Basic video production skills are also helpful.

Description of Responsibilities

The Ministry Assistant for CYF Ministries will:

- Provide all administrative and clerical support for the CYF Team, including producing brochures, posters, certificates, flyers, name tags, and mailings.
- Help manage registrations for CYF events and programs throughout the year.
- Produce videos and/or slideshows as needed.
- Take photos at CYF events and programs. Assist with photo organization and ordering.
- Participate in regular meetings with the CYF Team.
- Assist CYF Directors with miscellaneous ministry tasks as needed.

Support and Accountability

You will be supported in your work by all Trinity staff, and you will be accountable to the CYF Team. They will assist you with ideas and suggestions with the goal of providing administrative support for a broad-based, successful ministry for children, youth, and families which serves the mission of the congregation.

Employment Information

The employment classification is Part Time – Limited. The position will require 10 hours per week in the office on weekdays and an occasional Sunday morning throughout the year, recognizing that the amount of time each week may vary depending on the season of the year and the demands of the ministry.