

**St. Paul's Evangelical Lutheran Church | Brenham, Texas**  
**Director of Children, Youth, and Family Ministries**

**Job Description**

**May, 2026**

The Director of Children, Youth, and Family (DCYFM) Ministries plans, coordinates, leads, and supports the congregation's ministries with children, youth, and families. The DCYFM works in cooperation with the Faith Formation Team, volunteers, the Christian Day School (CDS) and the pastors. The DCYFM is supervised by the Lead Pastor.

**Specific Areas of Responsibility:**

1. Infants through PreK
  - a. Engage with parents of newborns to begin their faith-formation role with their children
  - b. Evaluate, plan, coordinate, and lead as need the Children's Church for this age group
2. 1<sup>st</sup> through 6<sup>th</sup> Grades
  - a. Evaluate, plan, coordinate, and lead as needed the Children's Church for this age group
  - b. Evaluate, plan, coordinate, and lead Wednesday afternoon Bible Studies
    - i. NextGen (1<sup>st</sup> through 3<sup>rd</sup>)
    - ii. 456 (4<sup>th</sup> through 6<sup>th</sup>)
3. Junior High / Confirmation
  - a. Support pastors in confirmation instruction, including finding and supporting volunteer small group guides
  - b. Plan, lead, and coordinate confirmation camp and other retreat opportunities
4. High School
  - a. Evaluate, plan, coordinate, and lead as needed the High School Connections Wednesday evening monthly ministry
  - b. Encourage high school youth leadership in the congregation, including worship leadership and mentoring confirmation youth
  - c. Plan and coordinate annual high school mission trips and youth gatherings
5. Milestones Ministries: Plan, coordinate, lead, and support all faith milestones ministries for each age level in cooperation with the pastors
  - a. Baptism
  - b. First Bibles
  - c. First Communion
  - d. Confirmation
  - e. Graduation
6. Children's Events: Plan, lead, and coordinate
  - a. Vacation Bible School
  - b. Christmas Play
  - c. Cocoa, Cookies, and a Movie
  - d. Easter Celebration
7. Family Events

- a. Support Congregational Life Team in planning and leading annual Block Party and Trunk or Treat for children and youth participation
- 8. Service Opportunities
  - a. Children serving in worship
  - b. Service projects for children, youth, and families
- 9. Ministry with CDS Children and Families
  - a. Develop and lead faith formation opportunities with CDS children in coordination with CDS Director and teachers
  - b. Develop and lead outreach ministries to CDS families
  - c. Assist with CDS chapel
- 10. Volunteer Recruitment, Training, and Support: Ensure volunteers are available and prepared for supporting all our CYF ministries
- 11. Communications: In coordination with the congregation's Communications Coordinator, share information with congregation and families regarding important ministry information in a timely manner through the congregation's weekly email newsletter, CDS newsletter, social media, and other means of communication

### **Identified Priorities**

The following priorities have been identified for the first two years of the position:

- 1. High Priority
  - a. 1<sup>st</sup> through 6<sup>th</sup> Grades
    - i. Evaluate NextGen and 456 for times, curriculum, and how to increase participation
    - ii. Explore possibilities for developmentally appropriate Sunday School groups
    - iii. Engage with CDS families to participate in NextGen and 456
  - b. Junior High
    - i. Increase participation
    - ii. Build relationships with the youth and strengthen relationships between youth
    - iii. Explore ways of working with area congregations for youth ministry
  - c. High School
    - i. Increase participation
    - ii. Form a high school devotional group with regular, consistent schedule
    - iii. Encourage and train high school involvement with confirmation, VBS, and children's church
    - iv. Increase service project opportunities
    - v. Explore ways of working with area congregations for youth ministry
- 2. Medium Priority
  - a. Children's Events
    - i. Increase participation
    - ii. Help build relationships
    - iii. Form a stronger partnership with CDS
    - iv. Increase number of volunteers

- v. Explore ways to better serve families on Sunday mornings
- b. Service Opportunities for Families
  - i. Educate and promote within the congregation available service opportunities
  - ii. Help students and families bond through service
  - iii. Guide confirmands towards completing an age-appropriate time and talent form and immediately get them plugged in
- c. Children and Youth Leading Worship
  - i. Build the base of volunteers and create a need for youth volunteers by adding opportunities for children and youth in 9:15 and 10:30 worship services
  - ii. Find mentors for children and youth for worship leadership

### **Work Expectations**

1. This is a full-time, salaried, exempt position requiring work weekdays, weekends, and some evenings.
2. Attend weekly staff meetings on Mondays.
3. Work on site Monday, Wednesday, Sunday, and other days and times as needed.
4. May work remotely with approval from Lead Pastor.
5. Attend Faith Formation Team meetings.
6. Participate in evaluations by Lead Pastor.
7. Help develop annual budgets for CYF Ministries.
8. Make announcements in Sunday worship for important events, volunteer recruitment, and sharing of ministry events.

### **Requirements**

1. At least 2 years of experience in children, youth, and family ministries in a congregational setting.
2. Bachelor's degree preferred in relevant area of study (ministry, youth ministry, theology, education, or similar)
3. Must live in or relocate to the Brenham / Washington County area.
4. The preferred starting date is July 1, 2026.

### **Compensation**

1. Competitive salary based on experience.
2. Generous benefits including health insurance and retirement plan.
3. Vacation time of 2 weeks for first 2 years. Additional time after that.
4. Paid church holidays.

### **To Apply**

Send a resume and cover letter to Lead Pastor Michael Coffey at [mcoffey@stpaulsbrenham.org](mailto:mcoffey@stpaulsbrenham.org).