

Director of Children, Youth, and Young Adult Ministry
Grace Lutheran Church - Palo Alto, CA – www.gracepa.org
Cover letters & resumes received through April 30, 2025

About Grace Lutheran Church

Grace Lutheran Church in Palo Alto is a vibrant and welcoming faith community committed to nurturing spiritual growth, fostering meaningful relationships, and serving our broader community. Located in Silicon Valley, Grace is less than an hour from the wharves of San Francisco, the redwoods of Mt. Cross Lutheran Camp, and the beaches of Santa Cruz. We believe in creating an inclusive environment where everyone—regardless of background or life experience—can thrive and contribute to our mission.

Position Overview

We are seeking a passionate and dynamic Director of Children, Youth, and Young Adult Ministry to lead and inspire our congregation. This pivotal role focuses on nurturing a thriving community, fostering faith development, and supporting baptismal growth for individuals from birth through their mid-30s. If you are enthusiastic about guiding youth, building strong relationships, and growing an impactful program, we invite you to apply! This is a non-rostered position.

Key Responsibilities

Coordination of programming for our littlest Lutherans to Elementary ages with direct program leadership of Middle School (Pastors responsible for Confirmation classes/planning), High School, College, and Young Adults. Work cooperatively with staff and lay volunteers.

Weekly

- Lead High School Youth Group
- Plan and communicate upcoming activities to the youth and the congregation
- Serve on Sundays in Sunday School & Worship
- Engage with Grace Lutheran Preschool (e.g. story time, etc.)

Monthly

- Plan and lead activities for Middle School, High School, and Young Adults (e.g. bowling, movies, hikes, etc.)
- Committee Meetings

Seasonally

- Plan and actively participate in/lead retreats, service projects, mission trips, and youth gatherings for middle school, high school youth, college age (e.g. during breaks), and young adults as well as congregational event/retreat support alongside other staff.
- Support existing youth-focused programs and seasonal congregational events (e.g. Day Camp, Trunk or Treat with Preschool, Christmas Pageant, etc.).
- Participate in budget development for programming and trip/retreat needs, including planning and facilitating fundraising projects to support costs.

Qualifications:

Faith Commitment: A strong personal faith and a dedication to fostering an inclusive and supportive faith community as an intentional member of Grace in worship and congregational life.

Experience: Previous experience in outdoor ministry, youth ministry, education, or a related field is preferred but not required.

Leadership Skills: Ability to lead, inspire, and manage programs and volunteers effectively. Gifted in mentoring youth to identify, develop, and apply their individual gifts and passions within this community of faith and the community at large.

Communication: Excellent interpersonal and communication skills, both verbal and written. Effective and appropriate use of social media to foster connection and communication a plus.

Creativity: Innovative thinker with the ability to develop and implement engaging and relevant programs for youth. Knowledge of the resources and opportunities available for children, youth, and young adult ministries in the ELCA a plus.

Flexibility: Ability to work both independently, as well as collaboratively with staff, volunteers, and church members. This position requires some work to be performed during evenings and weekends (e.g. being present for Sunday morning programming, monthly youth events, etc.), and occasional retreats/youth trips. This is a full-time (40hrs/wk) position, however, there is flexibility in schedule based on weekly responsibilities.

Relational Focus: Passion for building strong, supportive intergenerational relationships within Grace as well as engaging ministry partners beyond Grace.

Child Safety: Ability to pass a background check is required.

Compensation & Benefits:

- \$45,000 - \$50,000 depending on related education and experience
- 2 Bedroom - 1.5 bath Townhome provided for housing as well as related benefit tax stipend. 25 minute flat bike ride from Grace, less than 10 minutes by car
- Full Portico Gold+ benefits with pension at 6% and increasing 1%/year to 10%
- 4 Weeks vacation including 4 Sundays, plus 2 additional Sundays
- 2 Weeks Continuing Education including costs and time to attend the ELCA Youth Ministry Extravaganza
- 2 month Sabbatical at 7 year intervals
- Simple relocation expenses to be negotiated.

For questions, or to send cover letter and resume (*through April 30, 2025*):

Pastor Matt Smuts – pastormatt@gracepa.org - 650.494.1212

Website for more information about Grace Lutheran Church of Palo Alto, CA:

gracepa.org

