

**Faith Lutheran Church
Spicer, MN**

Position Description: Director of Children Youth and Family Ministries

Reports to: Lead Pastor; Effective: Upon Hiring
Directly Supervises: Children Youth and Family Ministries and related volunteers
Status: Full-time, salaried

The Vision for this ministry:

God gathers us as a family of Faith to nurture, inspire, and share the love of Jesus with all people.

Scope of the Position:

The Director of Children Youth and Family Ministries is a member of the staff ministry team at Faith Lutheran. He/she will oversee, implement, and support the Children Youth and Family ministry programs of the congregation. She/he will seek ways to expand and improve these ministries. The Director reports to the Lead Pastor and shall be focused on bettering and strengthening the congregation through the fulfillment of their responsibilities. The Director of Children Youth and Family Ministries will engage in ministry with children from birth through 12th grade and their families. This position will require working Wednesday evenings, Sundays, other evening and weekend meetings, and extended trips with youth, for example.

Qualifications:

Experience Required

- Experience in ministry with children, youth and families
- A background in the ELCA and an understanding of Lutheran theology
- Worship with children and youth
- Experience in outdoor ministries is helpful

Educational Background Required

- Bachelor's Degree
- A degree or certification in Children Youth and Family Ministry, Education, or education in children and youth development are helpful

Overall Responsibilities

- Serve as an example of Christian commitment in vocation, ministry, and spiritual life.
- Be aware and supportive of the whole ministry of the congregation. Be present and involved in a variety of congregational functions.
- Lead the recruitment, support, communication with, and recognition of volunteers in all areas of responsibility.
- Be responsible for managing the children and youth ministry's budget and associated designated funds for youth.
- Work co-operatively with program and support staff by participating in weekly staff meetings, informing staff of program plans, maintaining necessary records, and participating in other aspects of the program as requested (e.g. worship leadership, Confirmation teaching)
- Communicate with the congregation to stimulate awareness and involvement.
- Assist in the recruitment, support, and recognition of volunteers in all areas of responsibility.
- Participate in staff meetings, lead and/or participate in meetings of the teams related to the children and youth ministry, and report in church council meetings upon request.
- Participate each year in a significant continuing education opportunity related to the responsibilities of the position.
- Serve as the congregation's chief staff liaison with Green Lake Lutheran Ministries. Promote congregational support of and participation in the outdoor ministry opportunities offered by GLLM.

Specific Responsibilities

Education Ministry Responsibilities

- Lead the Children's Ministry Team with a focus on:
 - Recruiting, communicating with, scheduling and supporting volunteers.
 - Seeking ministry ideas, feedback, and guidance related to the overall Children's Ministries.
- Develop, communicate and implement an annual plan and calendar for the overall Children's Ministry.
 - This includes plans for and implementation of Sunday School, Vacation Bible School, Faith Sprouts, Milestone Ministries and any other related ministry opportunities like Bible camp, etc.
- Create or source the Sunday School, Vacation Bible School, and Faith Sprouts curriculum, be responsible for acquiring and supplying supporting resources, and communicate and implement the curriculum throughout the year with teacher volunteers.
 - Provide lessons, plans, supporting details in advance.
 - Coordinate scheduling, support and training of teachers and other volunteers.
 - Provide ongoing communication to congregation and volunteers about the calendar and ministry throughout the year.
 - Maintain class lists, attendance and registration records.
- Coordinate with pastors on plans for and implementation of the Confirmation curriculum, volunteer recruitment, service projects and other confirmation related tasks.
- Implement and administrate a Milestone Ministry program. This includes ordering materials, setting the calendar, planning the learning time, and planning for the presentation in worship.

Youth Ministry Responsibilities

- Lead ministry teams related to youth ministry.
- Build relationships with youth and their families.
 - Plan a quarterly youth event for 4th -6th grade youth.
 - Plan for and coordinate volunteers, facilities, supplies and transportation for middle and high school youth activities.
 - Plan and lead regular opportunities for fellowship, learning, worship, and service with middle and high school youth.
- Coordinate and participate in regular opportunities for fellowship, learning, worship, and service, in addition to occasional/event retreats, youth gatherings, and summer trips.
 - Be available to youth and parents for conversation and counseling.
 - Get to know youth and families in their homes, schools, and community.
 - Promote youth awareness of and involvement in the larger church: ELCA and ecumenical.

Compensation-

Salary: \$30,000.00-35, 000.00

**Benefits: Employee portion of ELCA health benefits plan
10% contribution to ELCA retirement/ pension
Employer paid life insurance/long and short-term disability
Continuing Education Allowance**

A successful background check is required prior to hiring.