

# Calvary Lutheran Church

## Director of Youth and Family Ministry

**Position Purpose:** The Director of Youth and Family Ministry shall seek to foster Christian community through building relationships with young people and and their families that strengthen their commitment to the church and growth in faith in Jesus Christ. To direct and lead youth programming for Elementary, Middle School and High School age youth. Promote fellowship, spiritual development and outreach involvement for the youth and families of Calvary Lutheran Church.

**Responsibilities:** Subject to review and adjustment in conjunction with the Senior Pastor, the Personnel Committee and the Director of Youth and Family Ministry, the following constitute the major responsibilities of the **Director Of Youth and Family Ministry** of Calvary Lutheran Church.

### Youth Ministry Responsibilities

1. Provide leadership for and function as the primary staff person relating to the youth groups of the congregation.
2. Plan and implement age appropriate activities for Elementary, Middle and High School age youth that promote community through fellowship, fun and faith development. Such activities might include; monthly gatherings/activities, small group Bible study, retreats, and service projects.
3. Coordinate fund-raising activities that support special youth activities and trips.
4. Develop a rapport with the youth of the congregation.
5. Foster open communication with parents/guardians and youth through a variety of communication tools, including but not limited to social media.
6. Plan and participate in winter retreat and summer youth activities to include Vacation Bible School (VBS), mission trips, and summer camp.

### Families in Real Ministry (FIRM) Responsibilities

1. Create and continually develop a safe environment for children and their families where they experience the love of God through the relationships they build with one another and with the larger community of faith.
2. Oversee planning and implementation of special events, seasonal activities, and service opportunities for FIRM.

3. Support parents in teaching their own children through encouragement, hands-on tools, family issue seminars, classes and workshops.
4. Model and raise the value of a Christ-centered family lifestyle.
5. Create resources to be used in the lives of families so that parents and youth are experiencing on-going, life –changing relationships with Jesus Christ.
6. Work with the Senior Pastor as a partner and collaborator in planning and preparing monthly FIRM gatherings.

### **Christian Education Responsibilities (Sunday School)**

1. Participate on and work collaboratively with the Christian Education Committee to develop and maintain a Sunday School program that actively engages the youth of Calvary.
  - a. Assist in the selection of curriculum.
  - b. Recruit, train and support volunteer leaders, teachers and helpers.
  - c. Perform background checks on volunteers working with our youth in an official capacity (i.e. Sunday School teacher)
  - d. Classroom preparation, including purchasing and maintaining supplies.
  - e. Facilitate Sunday School Registration
2. In conjunction with the Pastor, plan and implement special milestone events such as receiving of first Bible, First Communion, and Confirmation.
3. Develop and implement a post-confirmation education program to keep our young adults engaged in continuing to learn and grow in their faith as they encounter the challenges of adulthood.

### **General Responsibilities**

1. Be a part of the worshipping community of Calvary Lutheran Church on a regular basis, taking part in the means of grace.
2. Be a part of the church staff team attending staff meetings, or any other meetings required by the Senior Pastor, and encouraging and supporting the overall mission of the church.
3. Meet regularly with Senior Pastor as needed at a time mutually agreed upon.
4. Coordinate youth activities with other ministries of the congregation in cooperation with staff. (i.e. Music Ministry)
5. Be in contact with office staff and provide a timely and accurate schedule of Youth activities. Keep the congregation informed of youth events by coordinating the publicity for youth activities through the appropriate vehicles provided by the church. (e.g. monthly newsletter, special mailings, posters, bulletin announcements, web page, etc.) Provide monthly reports for the Congregational Council and a year end report for the congregation.

6. Manage the disbursement of budgeted funds for Youth and Family Ministry within the guidelines of the approved budget and in adherence with the purchasing policies of the church.
7. Encourage young people to participate in all facets of the life of the community of faith, including worship, choirs, educational opportunities, youth activities, synod activities, Bible Camp and service projects, etc.
8. Refer prospective families for membership and unusual circumstances where follow-up is required to the Senior Pastor.
9. Assist the Senior Pastor with confirmation instruction/activities as requested.

### **Expectations of Job Performance**

1. Maintain confidentiality concerning financial contributions, pastoral care, counseling, and any information about members or friends of the church received directly or indirectly.
2. Maintain appropriate confidentiality and professionalism concerning staff relations.
3. Serve as a positive role model and mentor for Christian living and service and an active visible presence within the church as well as in the community.
4. Demonstrate a passion for working with youth and families and a willingness to work variable hours based on program needs
5. Work with the Senior Pastor and other committees as appropriate to fulfill the overall vision of Calvary Lutheran Church.

### **Hours of Work**

The position of Director of Youth Ministry requires flexibility in hours available for work, including evenings and weekends. The position is a part-time position where the actual number of hours required during any given week are those needed to fulfill the responsibilities of the position. Furthermore it is recognized that the schedule may vary at different times of the year. **It is therefore understood that the Director of Youth and Family Ministry shall:**

1. Maintain some regularly scheduled office hours in order to be accessible to youth, parents, staff and the leadership of the congregation.
2. Keep the church office informed as to how the Director of Youth and Family Ministry can be contacted.
3. Notify the Senior Pastor prior to any absences from regularly scheduled events, and provide a suitable substitute in the case of anticipated absence.

## **Qualifications/Characteristics**

Since the Youth Director plays a major role in the faith development of the younger members of the church, both as a leader, and as an example, Calvary Lutheran Church needs a professional leader who has a solid understanding of the foundations of the Christian faith, Lutheran tradition and who has a strong desire to nurture young people in the Christian faith. We want a person who generates new ideas and programs and a person who values a team concept of ministry. Therefore the following qualifications/characteristics are desirable.

1. Youth and Family Ministry Education or significant experience in Youth and Family Ministry. Related college degree or previous Christian ministry experience strongly preferred.
2. The ability to work with youth and adults of varying ages and economic backgrounds.
3. Be able to relate effectively to staff as well as volunteers.
4. Demonstrate long range planning and follow through skills. Good organizational skills.
5. Be a good listener with a positive attitude.
6. Knows the Bible and can relate faith to everyday life.
7. Ability to build trust with young people and their parents/guardians.
8. Have a working knowledge of the needs of children and their families.
9. Personable and outgoing with an ability to relate well to people.

## **Reporting**

1. The Director of Youth and Family Ministry shall be supervised by the Senior Pastor.
2. Goals and programs for the year will be developed with the Senior Pastor, and, as needed, any appropriate church committee.
3. Goals and programs will be approved by the Senior Pastor before implementation.
4. An annual performance review will be conducted by the Personnel Committee.