



## Job Description for **Director of Children, Youth & Family Ministries**

Reports to: Pastor | Status: Part-Time | FLSA: Exempt  
Directly Supervises: Children Ministries Associate, Ministry Volunteers and Participants

### **Job and Church Brief:**

Family of Christ Lutheran Church is seeking an individual who nurtures a rich spiritual life to provide vision and coordination of ministry to children and youth (ages 0-18) as well as their families. This person generates new ideas, effectively copes with change and uncertainty, practices integrity and transparent communication, enjoys working hard, and makes connections in the congregation to serve children and youth in a variety of roles. In our welcoming and socially conscious environment, this broad-minded person will help us bridge all ages while developing and administering all aspects of ministry to support and encourage relationships and growth for children, youth and families in their faith.

Family of Christ Lutheran Church is a medium sized welcoming congregation in the south suburbs of the Twin Cities, Lakeville. Our focus of "Living the Gospel through Faith, Love, and Compassion" guides both our identity and mission to God's world. As an ELCA congregation we embrace the phrases "All are Welcome" and "Everybody is Somebody", inviting the gifts of all people to both grow and to inform who we are as a community of God. We are a congregation filled with active youth, laughter, tears, art, and worship services that speak to who we are and what God is calling us to be. We embrace new ideas while building on deep foundations. We seek to reach out to others and make an impact in God's name bringing Grace to the community and world we are part of in the name of the living Christ.

### **Essential Functions:**

- Imagine, develop and communicate a multi-year programming plan and curriculum scope and sequence that aligns with Family of Christ's vision and values; assess and evaluate success, failures, and relevance of programming and adjust accordingly
- Initiate, build and maintain authentic relationships with children, teens, parents and volunteers
- Recruit, develop, train and appreciate a team of adult volunteers to serve
- Imagine, design and coordinate regular programming for ages 0-18 including researching, choosing and preparing age-appropriate Biblically-based curricula; oversee volunteers in accordance with our Best Practice and Policies
- Design, schedule, organize, implement, and attend events, service projects, retreats, and mission trips; work from a team-approach with other staff
- Help parents and guardians inspire curiosity and spiritual interest in their children; equip parents and guardians with resources to be the primary influence of faith formation
- Foster congregational awareness and involvement with children, youth and family ministry through coaching and experimenting with intergenerational programming opportunities and worship service involvement
- Establish an inclusive, safe, and welcoming environment; foster discipleship, encourage thinking and sharing, and be aware and responsive regarding emotional and mental health among children and teens
- Provide targeted, effective and consistent communication and promotion of activities including impact stories to students, parents and congregation via email, monthly newsletter, bulletin boards, church website, social media, etc.
- Experiment, recruit, equip and train adults for mentorship as well as match students with adults
- Explore, develop and utilize peer training to develop leadership among high school students

## **Other Responsibilities:**

- Manage youth budget and finances
- Participate in weekly one-on-one with pastor
- Participate in continuing education opportunities; network with other children's and youth ministry directors and leaders
- Be a present and engaged participant in standing church programs and worship services, and other duties as assigned

## **Minimum Requirements:**

- One to three years of related experience
- Associate's Degree
- Embrace the Vision, Mission and Values of Family of Christ
- Familiar and comfortable with Lutheran (ELCA) theology
- Passion for engaging and nurturing children, teens and families
- Flexibility in hours and scheduling
- Ability to successfully pass a background check

## **Physical Requirements:**

- Able to move freely in and out of different children and youth ministry settings (classroom, camps, churches, etc.)
- Able to comfortably speak in public forum
- Have valid driver's license and is able to drive

## **Core Competencies:**

**MISSION OWNERSHIP:** Demonstrates understanding and full support of the mission, vision, values and beliefs of the congregation by consistently behaving in a manner congruent with them and supportive of them.

**RELATIONSHIP BUILDING:** Generates sense of approachability; fosters natural connections between others; supports culture of welcoming and connection in life of congregation; creates a spirit of openness that invites those who are spiritually or emotionally troubling to confide in him/her; demonstrates appropriate pastoral care boundaries.

**PROCESS MANAGEMENT:** Can visualize the larger picture of where ministry is heading; good at figuring out the key objectives, process(es) and resources necessary to get things done; self-motivated in providing direction and communication in accomplishing achievable goals; knows how to organize people and activities; can simplify and create realistic policy, timeline and infrastructure for repetitive processes, event and programs; decides in a timely manner and takes action keep larger picture in mind while tending to details.

**VOLUNTEER MANAGEMENT:** Identifies, recruits and engages people in their areas of giftedness, skills and passions for volunteer positions; clearly and comfortably delegates both routine and important tasks and decisions; establishes clear expectations, providing training for each role; provides regular and ongoing feedback, development and appreciation about performance; creates a climate in which people want to do their best; makes each individual feel that their work is important.

**EFFECTIVE COMMUNICATION:** Provides the information congregation, parents and youth need to know; through storytelling and images, creates an environment people want to participate in; uses verbal and nonverbal skills to deliver a message articulately and respectfully in a variety of settings and formats.

**TEACHING / SPIRITUAL FORMATION:** Demonstrates an understanding of discipleship as journey or process; selects curriculum that is relevant, provocative and contributes to a deeper understanding of scripture, theology and spiritual practice; designs effective lesson plans using a variety of learning styles and experiences to maintain interest, build connection to daily life and social justice issues, and promote deeper relationships while developing faith.

## **To Apply:**

This is a part-time position of 20-27 hours per week. Compensation includes salary and funds for continuing education.

Send your resume and cover letter to Family of Christ Search Team at [youth@familyofchrist.com](mailto:youth@familyofchrist.com) by **July 7, 2019**.