



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

Reports to: Associate Pastor | Status: Full-Time | FLSA: Exempt
Directly Supervises: Children and Youth Ministries Associate, Nursery Supervisor,
Nursery Attendants, Ministry Volunteers and Participants

Job and Church Brief:

St. Michael's Lutheran Church is seeking an individual who engages faith to provide vision and coordination of ministry to children and youth (ages 0-18) as well as their families. The organized person in this position will have proven intergenerational experience to build lasting relationships and equip people 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.

St. Michael's Lutheran Church is a congregation of the Evangelical Lutheran Church in America (ELCA) that gathers around God's grace for all in word and sacrament; nurtures faith through learning, music, relationships, and generosity; and sends people to act for justice, and serve alongside others following the way of Jesus. We are rooted in Lutheran theology and tradition, progressive in theological outlook, and hold a strong sense of boldly living faith in the world today. Questions are encouraged as we reflect on scripture, meaning, and faithful living, and those with wonderings and doubts are welcome. Worship, choir-led music, and service draw us together in community and inspire us to live in the faith, hope and compassion of Christ. In living our mission, we deeply value expansive welcome, generous hospitality, vibrant worship and faith, authentic relationships, equipping one another in vocation, and acting for justice and peace.

Essential Functions:

- Develop a multi-year programming plan and curriculum scope and sequence that aligns with St. Michael'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 at annual events and on Sunday mornings
- Design and coordinate Sunday morning programming for ages 0-18 including researching, choosing and preparing age-appropriate Biblically-based curricula; oversee paid part-time staff, nursery attendants, and volunteers in various Sunday School classrooms during Education Hour in accordance with our Best Practice and Policies
- Design, schedule, organize, implement, and attend monthly events, retreats, and trips; work from a team-approach with other ministry and office staff, especially Children and Youth Associate, for annual fellowship, fundraising, and service-learning events
- Help parents and guardians inspire curiosity and spiritual interest in their children; equip parents and guardians with resources to be the primary source 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; encourage thinking, welcome questions, and foster discipleship 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.

Other Responsibilities:

- Invest in the on-going life of students and families outside of church
- Create and maintain resources and opportunities in worship service for children and youth
- Coordinate and participate in rotation with pastors to establish relationships with students during high school Sunday School
- Maintain and update database, calendar and website with office staff
- Manage youth budget and finances
- Direct both Youth and Education Committees and facilitate meeting agendas

- Attend staff meetings and coordinate meetings with Children and Youth Ministry Associate, Director of Children's Music, and Nursery Supervisor as appropriate
- Participate in continuing education opportunities and 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:

- Three to five years of related experience
- Bachelor's Degree (concentration in ministry/Bible/religious education preferred)
- Embrace the Welcome Statement on our home page at stmichaelselca.com
- 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 lift 50lbs.
- Able to comfortably speak in public forum
- Have valid driver's license and is able to drive

Core Competencies:

INTERPERSONAL SKILLS: Possesses high emotional intelligence and sense of humor; exudes a natural sense of care for the well-being of others; works well with people at all ages of the congregation; practices direct, honest and transparent communication; overcomes personal bias to genuinely hear the ideas and concerns of another; is open-minded, welcoming and approachable.

LEADERSHIP: Identifies, prioritizes and communicates clear, strategic objectives that are consistent with the vision and values of the church; provides direction, gains commitment, facilitates creativity and change in accomplishing achievable goals; good at figuring out the process(es) necessary to get things done; knows how to organize people and tasks establishing good work flow.

ORGANIZATION: Identifies key objectives, scope, resources needed, realistic timeline for projects, events, and programs; uses time effectively and efficiently; can appropriately balance priorities; can sense what will help or hinder accomplishing a goal; self-motivated in implementing and communicating action plans.

TEAM-ORIENTED: Clearly and comfortably delegates both routine and important tasks and decisions; appropriately shares authority and responsibility; steps up to offer self as resource to other members of the team; keeps team briefed; understands the dynamics of human negotiation among conflicting interest groups and how to achieve mutual agreement; defines success in terms of the whole team.

DEVELOPING VOLUNTEERS: Able to identify gifts and skills to recruit people into volunteer positions; is good at establishing clear expectations, setting direction, providing training for each role; provides regular and ongoing feedback and appreciation about performance; creates a climate in which people want to do their best; makes each individual feel that their work is important.

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; uses 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 full-time position. Compensation includes salary, health benefits, retirement package and funds for continuing education. Pay based on experience.

Send your resume and cover letter to St. Michael's Search Team at search@stmichaelselca.com by **December 20, 2018**.