

DIRECTOR OF YOUTH AND FAMILY MINISTRY

CORMORANT LUTHERAN CHURCH

JOB DESCRIPTION

GENERAL DESCRIPTION:

The Director of Youth and Family Ministry is a member of the team ministry of Cormorant Lutheran Church. There is no clearer definition of the team ministry than Paul gives in his letter to the Romans: “For as in one body we have many members, and not all the members have the same function, so we, who are many, are one body in Christ, and individually we are members of one another.” Romans 12:4-5

The focus of this position is to help the congregation, including families, establish a cross-generational caring community in order to support children and youth in their faith formation and to help youth and families hear and live the gospel in the context of the home, working in partnership with the life of the congregation. This is a full time position (40-50 hours per week) with regular and flexible office hours.

ACCOUNTABLE TO:

1. Pastor as supervisor of the staff.
 - a. Will meet regularly with the pastor
 - b. Attend staff meetings
2. Ministry Teams—Youth and Christian Education.
 - a. Attend the monthly and special meetings of the Youth Ministry Team and the Christian Education Ministry Team
 - b. Attend the monthly meetings of the Congregational Council
3. Personnel Committee

QUALIFICATIONS:

This position requires a person who is:

1. Rooted in Lutheran theology, shows commitment to Christ, and has experienced a personal calling to minister to youth and families.
2. Able to demonstrate practical knowledge and skill in leadership.
3. A role model reflecting a living faith for youth and adults.
4. Able to assist adult leaders and youth in their faith life both one-on-one and in groups.
5. Able to attract and support youth and adults in leadership roles and possesses a clear vision.
6. Knowledgeable of youth and changes in youth culture and utilizes these understandings in ministry.
7. Effective in maintaining positive relationships with youth, parents, volunteers, and staff.

EXPECTATIONS:

Minimum: B.A. degree
Love and understanding of children and youth
Experience working with youth (volunteer or professional) in the Church
Experience working with families (volunteer or professional) in the Church
Strong organizational and communication skills
Proficient technology/media skills

Preferred: Degree/Certification in Youth and Family Ministry
Music Background
Educational Training

DUTIES AND RESPONSIBILITIES:

1. *Provide leadership* to the Youth Ministry Team and the Christian Education Ministry Team. The Director of Youth and Family Ministry will:
 - a. Engage and/or lead, both member and non-member youth and families at the congregation's worship, Sunday School, VBS and Confirmation ministry.
 - b. Help youth and family ministry teams organize and implement events, Bible studies, retreats, service projects, other activities and special program events (i.e. youth music ministry, Christmas program, presentation of Bibles, First Communion and other milestone ministry events).
 - c. Coordinate and stimulate participation in youth and family trips and summer camping programs of the church.
 - d. Promote participation in events of the wider church, such as Synod and National ELCA youth gatherings.
 - e. Work with the Ministry Teams in developing their annual budget.
2. *Assist the congregation* to develop youth and adult volunteers and leaders with vibrant faith and skill in fostering authentic relationships with one another.
3. Provide *Outreach support* by:
 - a. Helping the congregation to reach out to youth who are members of the congregation as well as youth in the community.
 - b. Working ecumenically with other churches in our surrounding area.
4. Carry out *Organizational responsibilities*:
 - a. Maintain an updated database of all youth and their families.
 - b. Communicate through publications, mailings, newsletters, and emails.
 - c. Acquisition of ministry supplies and perform related record keeping.
5. Explore opportunities to *assist the Senior Pastor* in Worship and other church program areas.
6. *Monitor and maintain a safe environment* for youth to gather, grow and serve.

EMPLOYMENT POLICIES:

Salary benefits include health and pension, vacation, continuing education, mileage, and any other professional expenses. Salary varies upon experience.

Refer to the Employee Handbook of Cormorant Lutheran Church for a complete statement of the employment policies.

A background check is required prior to employment.

REVIEW:

There will be an annual performance review by the Senior Pastor, or Personnel Committee when appropriate. This job description will be reviewed annually by the Personnel Committee in consultation with the Senior Pastor, ministry team leaders and the Director of Youth and Family Ministry. Revisions that are deemed necessary by the Personnel Committee will be presented to the Congregational Council for action.

Approval Date February 9, 2010