POSITION DESCRIPTION

Memorial Lutheran Church, St. Augustine, Florida

Our mission, "to make Christ known through worship, evangelism and outreach to our community."

Our VISION STATEMENT: Cultivating faith, hope, and love through relationships with young people and their families

TITLE: Director of Youth and Family Ministry

REPORTS TO: Pastor (*in the absence of the Pastor, Congregational Council President*)

HOURS: Salaried

JOB SUMMARY

The Director of Youth and Family Ministry (DYFM) provides enthusiastic leadership for the Children, Youth and Family Ministry Programs of the church, by developing caring relationships with children and their families; facilitating their growth in faith and involvement in the life of the church; planning and implementing educational, fellowship, and service opportunities; and recruiting, supporting, and training volunteers. The DFMY works as part of a team of staff and volunteers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- EDUCATIONAL
    - In consultation with the Pastor, select and/or develop curriculum and plan special events for children and youth.
    - Supervise and coordinate the operation of the Sunday Chapel~~,~~ which includes taking of attendance, weekly instruction, and special Sunday Chapel School events.
    - Coordinate, implement, and oversee the Vacation Bible School program.
    - In coordination with the Pastor, plan and implement classes and activities associated with the church's two-year Confirmation program.
    - In coordination with the Pastor, plan and implement Youth Group meetings, events, and service projects.
    - In coordination with the Pastor, plan and oversee preparations for, and the implementation of the congregation's participation in the ELCA Youth Gatherings every three years.
    - Cultivate relationships with families, and act as a liaison between the church and Chapel School.
    - In coordination with the Pastor, plan holiday and other annual activities (e.g. Christmas Pageant, Easter Picnic and Rally Day).
    - In coordination with the Pastor, organize and lead first communion and baptism instruction and activities.
    - The Director works with the Chapel School Director and pastor in implementation of Lutheran theology and practice.
- OUTREACH
    - In coordination with the Chapel School leadership, provide regular Parent's Night Out for families of current and former Chapel School families, the congregation, and surrounding community.
    - Invite Chapel School families to events and worship opportunities at Memorial Lutheran Church.
    - Create opportunities for Chapel School families and youth to become assimilated into the life of the congregation.
    - Maintain and update a social media presence for family ministry at Memorial Lutheran Church.

- Outreach duties are to be accomplished with the Director's dual and separate responsibility as Chapel School director, which is in place as of the compilation of these tasks.
- Collaborate with the Director of the Chapel School to establish relationships with attendees and their families.
- The Family Ministry Director oversees all employees who staff Family Ministry programs.
- Collaborate with different organizations in the community.

- WORSHIP
  - In consultation with the Pastor, facilitate participation of children and/or youth in worship services throughout the year.
  - Being present during worship to set an example of worship for the children and youth.
  - Confirm candidates with Pastor during worship on Pentecost Sunday.
  - In consultation with the Pastor, coordinate Blessing of the Backpacks each fall.
  - Coordinate the celebration of Lutheran Schools Week, by collaborating with Chapel School leadership.
  - Plan and lead Sunday Chapel (Youth and Family) service.
- PROFESSIONAL DEVELOPMENT
  - Provide training, support and resources for lay leaders and volunteers involved in family and youth programming.
  - Seek out resources and opportunities for professional development in multiple areas and in varied settings in order to continue to grow and succeed in this position.
  - Participate in the congregation's Formation Co-Op program as a committee member.
  - Maintain current knowledge of synod and ELCA church events and resources.
- ADMINISTRATIVE
  - Order and maintain appropriate inventory of curriculum materials, instructional supplies and equipment. Place orders through the parish administrator.
  - Solicit congregation for volunteers and manage resources as needed.
  - Ensure Youth and Family Ministry areas and equipment are properly maintained with special attention to classrooms and storage areas.
  - Ensure up-to-date background checks are completed for all individuals involved in children and youth ministry.
  - Plan fundraising activities as needed to raise funds for various activities, events, or trips.
  - Plan and oversee the annual budget and calendar for Family Ministry, which includes the Children's and Youth Ministry.
  - Coordinate calendar and events with the Parish Administrator to ensure there is no conflict with the church calendar.
  - Ensure accurate record keeping, including accurate financial records, for all aspects of the above mentioned duties.

Note: The above duties are not intended to include all responsibilities, as additional duties may be assigned and existing duties may be adjusted at any time.

Knowledge, Skills, and Abilities:
- Effective oral and written communication skills.
- Demonstrated leadership skills

- A deep love for working with children and youth
- Proficient in Microsoft Office, especially spreadsheets, database, and reporting tools, and Internet capabilities.
- Must pass background investigation to comply with church requirements.
- Knowledge of ELCA educational materials and best practices.
- Ability to verbalize your faith and that of the Lutheran tradition.
- Establish a welcoming atmosphere for children, youth, and families at all church functions.

Qualifications • 3 years of experience in Christian Education or a related field preferred, • Knowledge of Lutheran theology desired.

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