

## Living Lord Lutheran Church Job Description: **Director of Youth and Family Ministries**

Updated: Dec. 2017

By Administration Team

### **Purpose Statement:**

Living Lord Lutheran Church has established the position of **Director of Youth and Family Ministries (DYFM)** to lead and coordinate a comprehensive and growing ministry which serves children, youth and families in an environment that fosters discipleship.

### **Ethical Conduct:**

The Director must be professional, confidential, and impartial in relationships with the Pastor, church staff, church leaders, parents and young people in order to retain trust, confidence, and support. "Safe Church Practices" and current recommendations from the Florida-Bahama Synod must be adhered to at all times.

**Supervision:** The DYFM, an exempt position, is supervised by the Pastor of Living Lord Lutheran Church (or the pastor's designee). With input from the Education Ministry, the Pastor will provide written performance evaluations of the DYFM on a semi-annual basis.

### **Essential Functions:**

As **Director of Youth and Family Ministries** duties include, but are not limited to:

#### **General**

1. Organizing a Youth and Family Ministries (YFM) program by preparing measurable goals, objectives, and strategic plans subject to the Pastor's approval and the congregation's needs.
2. Prepare monthly written reports and an annual written report which includes a summary of YFM activities for submission to the pastor and the council.
3. Recommending and ensuring adherence to the annual approved budget allocated to the Youth and Family Ministries.
4. Managing and reporting receipts and disbursements on behalf of the YFM program, according to procedures established by the Treasurer or bookkeeper.
5. Assisting the Pastor and Education Ministry in determining learning objectives and identifying appropriate curricula and scheduling for Sunday School, Confirmation, and high school youth programs and activities.
6. Recruiting, training, and retaining volunteer teachers and program support helpers for Sunday School and other YFM activities.
7. Building and maintaining quality relationships with children, youth, and their families.
8. Develop a multimedia communication system which includes a web based calendar of YFM programs and activities that is available to participants and congregation.
9. Publicizing, registering, coordinating group plans, and arranging for the transportation of YFM participants in off-site activities, inter-church youth events, and other special events.
10. Ensuring that all volunteers involved in YFM activities have been cleared by background checks.
11. Maintaining a schedule of Director's church office hours and attending staff meetings.
12. Accommodating special needs students, as needed.

13. Coordinate with the Pastor to develop and present a children's sermon for Sunday services.

#### **Sunday School Program**

14. Maintaining registration records of all children attending and visiting Sunday School.

15. Conducting Sunday School planning meetings at least semi-annually with parents, teachers, and program assistants to assist in coordinating seasonal programs.

16. Planning and organizing an annual Christmas program with consideration for family needs and Worship & Music.

17. Promoting and organizing one or more camp opportunities per year for children 3<sup>rd</sup>-5<sup>th</sup> grade.

18. Coordinate and lead vacation bible school.

#### **Specific to Middle School Youth**

19. Supporting the Pastor's plans to develop and teach the Confirmation Program.

20. Supervising Confirmation class participants, Confirmands' Camp, Summer Camp registration, and maintaining records of each confirmand's accomplishments and participation.

21. Scheduling and arranging necessary training for confirmands to participate in worship services, including but not limited to: scripture readers, acolyting, ushering, music performance.

#### **Specific to High School**

22. Encouraging the High School youth to provide support and leadership for confirmands and Sunday School activities.

23. Conducting youth group activities to build friendships, discuss youth culture concerns, and provide service projects which help the church and community.

24. Promoting and organizing our youth to participate in triennial ELCA national "Youth Gathering" convention.

#### **Job Requirements, Minimum Qualifications:**

##### **Skills, Knowledge and Abilities:**

1. Bachelor's degree preferred + 2 years related experience; or equivalent experience as a participant, volunteer or paid leader in programs for children and youth.
3. Knowledgeable, sensitive and respectful of Lutheran traditions and worship.
4. Certified in CPR and/or First Aid, or a willingness to be trained soon after employment.
5. Demonstrates ability to share Christian values in working with children and youth.
6. Understands the developmental needs of children and adolescents and is familiar with youth culture.
7. Requires weekly Sunday morning work at LLLC.
8. Excellent oral, written and electronic communication skills.
9. Strong organizational skills and ability to multi-task

##### **Key Selection Criteria:**

1. Must be a citizen of the United States of America or verify eligibility to work in USA.
2. Must be fluent in the English language.
3. Must continually consent to and pass the requirements of a background investigation.
4. Must continually consent to and pass the requirements for drug screening.
5. Must have a valid Florida driver's license.
6. Must be able to participate in the recreational events which may be a component of the YFM programs.
7. Willing to travel for YFM activities as required.
8. Proven proficiency in the use of computers, current church software, electronic media, and social networking.

10. Willing to consult the resources and professional development available from the Florida-Bahama Synod and ELCA.

**Physical Demands:**

The physical demands described below are representative of those that must be met by an employee to successfully perform essential functions of this position.

1. While performing the duties of this job, the employee is regularly required to maintain a prolonged standing/walking posture throughout the work times with repetitive and sustained kneeling, bending, crouching and trunk flexion.
2. The employee will periodically be required to lift and carry various files, boxes, or equipment and other objects up to 45 pounds in weight using safe lifting techniques.
3. Specific vision requirements for this job include close vision for reading and writing, plus peripheral vision and depth perception adequate for observing objects in an office and outdoors environment.

**Paid Holidays and sick days include:**

**NOTE: Director of Youth and Family Ministries is responsible for making arrangements for a substitute leader in advance of all planned absences, such as vacation. The Pastor should be given two weeks advance notice for vacation request and approval and should be notified as soon as possible if an emergency absence is required. Three weeks' resignation notice is requested.**

1. New Year's Day
2. Memorial Day
3. Independence Day
4. Labor Day
5. Thanksgiving Day
6. Friday after Thanksgiving Day
7. Christmas Day
8. Up to one personal day per calendar year to be requested by employee and approved by supervisor.
9. Up to three paid sick days per calendar year.

**Vacation Schedule per calendar year:**

1-3 years of service =	1 week
4-6 years of service =	2 weeks
6+ years of service =	3 weeks