



Position Description

Director of Youth & Family Ministry

Vision: Advent is a mission-based church aimed at growing disciples of Jesus Christ for the sake of the world. Advent is a community of believers in which people grow in their connection to Christ, in their love for one another, and in their engagement and connection with the community and the world.

General Description: To develop, direct, and lead an overall life-long faith formation strategy for youth and families at Advent. The primary focus of this ministry will be at our Suntree Campus and engaging the youth and families at our two pre-schools. The Director of Youth and Family Ministry is primarily responsible for:

1. **Planning:** Developing a comprehensive plan for life-long faith formation for youth and families; coordinating with other ministries and the pastors.
2. **Leadership:** Identifying leaders (youth and adults) and encouraging them to share their gifts and faith through life-long faith formation for youth and families.
3. **Training:** Provide timely training, encouragement, and mentoring for leaders that will equip them for their role in youth and family ministry.
4. **Communication:** Constantly developing and implementing ways to communicate about resources and ministry opportunities through website, online registration, brochures and social media.

Hours: Full Time. Work schedule will be a combination of weekday hours, Sundays, and other designated hours if needed.

Classification: Exempt

Job Relationships

- (1) Reports to Senior Pastor.
- (2) Part of the Leadership Team with the Senior Pastor, Executive Pastor, and Associate Pastor of Mission and Outreach.
- (3) Other Major Relationships: Maintain good, effective working relationships and cooperate actively with the other church staff and members to ensure that objectives of the church are met. This job requires extensive interaction with the Senior Pastor, the Executive Pastor, the Associate Pastor of Mission and Outreach, and the Lay Youth Ministry Team.

Duties & Responsibilities

- ❖ **Create a sustained learning culture of increased spiritual quality that challenges youth and families to grow through:**
 - Teaching, coaching, nurturing, and caring.
 - A thirst for the knowledge of God through His Word.
 - Instilling spiritual disciplines leading to the bearing of fruit evident in the maturity, service, and life transformation of the youth, families, outreach, etc. of the church.
- ❖ **Collaborate with the Leadership Team and other staff to develop language, vision, theology, and structure for life-long faith formation for youth and families at Advent.**
- ❖ **Develop high performance teams and an operational plan that can support the overall youth and family ministry strategy at Advent.**

- ❖ **Develop, empower, mentor, train and equip leaders and potential leaders for youth and families at Advent.**
- ❖ **Develop and maintain a budget for youth and family ministry.**
- ❖ **Oversee all of Advent's ministries that are geared toward leading youth and families into life-long faith formation. These ministries include, but are not limited to:**
 - Children's Ministry
 - Jr. High/Confirmation Ministry
 - High School Ministry
 - Parenting Ministry
 - Milestones Ministry
 - Partner and engage with youth and families at our two pre-schools
 - Help develop worship for all ages
 - Vacation Bible School
 - Nursery

Qualifications: (education, skills, experience and traits)

(1) Required

- Ability to lead youth and adults personally and in a group.
- Be personable, welcoming, and a great volunteer recruiter.
- Be a self-starter and a team player.
- Be an effective communicator and passionate about ministry.
- Be an excellent planner and executor.
- Have the ability to respect and preserve confidential information.
- Good communication skills in all relevant areas -- Experience with newsletter articles, web sites, email, and social media.
- Proven ability in technology, adept with electronic media.
- Adept in community building including all age groups.

(2) Desired

- Degree in Youth and Family Ministry or equivalent work experience.
- Understanding of Lutheran theology.

Eligibility:

- (1) Candidates from within and outside the congregation are encouraged to apply.
- (2) Successful candidates be within or compatible with our fundamental faith beliefs.
- (3) Some candidates, but not all, may be invited for personal interviews with the selection team. It is possible that we will not select any candidate from this round of recruitment.
- (4) Unsuccessful candidates will be informed as such via email. No follow up conferences with unsuccessful candidates will be held.

This job description is to be used as a guide for accomplishing the church's objectives, and only covers the primary functions and responsibilities of the position. It is no way to be construed as an all-encompassing list of duties. Employment is employment at will.

To apply send resume to Pastor Rick Funk at rfunk80@gmail.com or to the address below.

**Advent Lutheran Church
Attention: Pastor Rick Funk
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