

Job Description for **Director of Children, Youth and Family Ministry**

St. John's Lutheran Church | 1804 Highland Avenue, Eau Claire, WI

Reports to: Pastor | Status: Full-Time | FLSA: Exempt

Directly Supervises: Ministry Volunteers and Participants

Job and Church Brief:

St. John's is a congregation of the ELCA which is rooted in Lutheran theology and tradition. We are called to be a fountain of life for all who gather. St. John's Lutheran Church is seeking an innovative individual who models and teaches faith while engaging children, youth and families in faith-based programming.

Essential Functions:

- Develop programs, classes, and activities for youth and families that teach the good news of Jesus and encourage service to others in His name. This is the basis of this job.
- Initiate contact and develop relationships with congregation members of all ages while highlighting work with families and youth.
- Work in cooperation with the Youth, Faith Family, and Education ministries.
- Communicate ideas and instructions clearly to staff, the congregation and the families concerning activities - details, need for volunteers, service opportunities and fundraisers.
- Recruit and train adults and older youth as leaders and teachers in developed programs, acknowledging and incorporating the experiences and ideas of previous leaders and ministry members.
- Build respectful and cooperative relations with other staff members, both offering and receiving assistance as needed.
- Possess strong computer and social media skills.

Other Responsibilities:

- Support pastor with youth involvement in congregational life during Confirmation years
- Maintain and update database, calendar, and website with office staff
- Attend weekly staff meetings
- Participate in regular one-on-one meetings with pastors
- Manage budget, storage areas and resources needed to make ministry successful
- Participate in continuing education opportunities
- Network with other children's and youth ministry directors and leaders
- Be a present and engaged participant in church programs and worship services

Minimum Requirements:

- 1-3 years of related experience in teaching, management, or directorship
- Associate's Degree (concentration in ministry/Bible/religious education preferred)
- Familiar and comfortable with the Bible and Lutheran theology and practice
- Flexibility in hours and scheduling
- Ability to successfully pass a background check
- Able to move freely in and out of different ministry settings (classroom, camps, churches, etc.)
- Able to lift up to 50lbs.
- Have valid driver's license and is able to drive

Accountability and terms of employment

The Director of Children, Youth and Family Ministry's (CYF) immediate supervisor is the Pastor; the CYF is also responsible to the Personnel Committee. Performance review and goal setting will take place annually with the Personnel Committee.

St. John's Lutheran Church is an "at will" employer; however, under normal circumstances either party may terminate employment with a minimum of 2 weeks written notice. Other terms of employment (including paid time off) will be in accord with the Employee Policy Manual of St. John's Lutheran Church.

All employment at St. John's Lutheran Church is contingent upon satisfactory reports from references and a background check run through local law enforcement agencies.

Job Type:

Full-time salaried position, starting at \$45,000

Benefits:

- Health Stipend
- Paid time off
- Retirement plan