

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

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

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

Directly Supervises: Ministry Volunteers and Participants

## **Job and Church Brief:**

St. John's Lutheran Church is seeking an innovative individual who models faith while engaging children, youth and families in faith-based programming. The compassionate person in this position supports and develops a culture of welcoming and inclusivity for children and youth while building lasting relationships and equipping people in the congregation to serve children and youth in a variety of roles. In our welcoming and service-oriented environment, this approachable and organized person will help us bridge all age groups while developing, communicating and implementing all aspects of ministry to support and encourage relationships and growth for children, youth and families in their faith.

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. Our experience of God's love in this fountain of life overflows into a river of compassion that makes a difference in our community and world. Worship, choir-led music, learning and service draw us together in community and inspire us to live out the example, hope and love of Christ. In living our mission, we deeply value welcoming hospitality, nurturing relationships, compassionate service, vibrant worship and faith, and supporting children, youth and family ministry.

## **Essential Functions:**

- Initiate, build and maintain authentic relationships with children, teens, parents, volunteers and congregation while establishing an inclusive, safe, and welcoming environment.
- Develop and coordinate ministry goals with Education Ministry to imagine, design, schedule, organize, and implement regular programming and events for ages 0-18+ that fosters, nurtures and develops spiritual growth through a multi-year programming plan and curriculum that connects Bible to everyday life.
- Develop and coordinate ministry goals with Youth Ministry to imagine, design, schedule, organize, and implement regular programming, service events, fundraising, and annual mission trip for grades 5-12 as well as foster student leadership.
- Develop and coordinate ministry goals with Faith Family Ministry to help parents and guardians inspire curiosity and spiritual interest in their children; equip parents / guardians with resources and opportunities for faith formation at home.
- Recruit, train and develop a diverse team of adult volunteers and student leaders.
- Provide consistent, targeted, and effective communication and promotion of activities including impact stories to students, parents and congregation via email, monthly newsletter, bulletin boards, church website, social media, etc.
- Foster congregational awareness and involvement with children, youth and family ministry through coaching and experimenting with intergenerational programming opportunities and worship service involvement.
- Understand and bridge age-development stages beginning with establishing relationships with parents of toddlers through advocating for teens and understanding youth culture, internet safety, etc.

## **Other Responsibilities:**

- Support pastors 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 standing church programs and worship services, and other duties as assigned

## Minimum Requirements:

- 1-3 years of related experience
- Associate's Degree (concentration in ministry/Bible/religious education preferred)
- Familiar and comfortable with Lutheran theology and practice
- Passion for engaging and nurturing children, teens and families
- Flexibility in hours and scheduling
- Ability to successfully pass a background check

## Physical Requirements:

- Able to move freely in and out of different ministry settings (classroom, camps, churches, etc.)
- Able to lift 50lbs.
- Able to comfortably speak in public forum
- Have valid driver's license and is able to drive

## Core Competencies:

**COMPASSION & ACCESSIBILITY:** Communicates a sense of availability, warmth and openness and approachability; empathetic to the life circumstances of others; builds rapport and demonstrates appropriate bounded expressions of care; works well with people from all levels of the congregation; fosters natural connections between all ages of the congregation; considers the impact of his/her actions on others.

**SPIRITUAL FORMATION/DISCIPLINESHIP:** Demonstrates an understanding of spiritual formation/discipleship as a journey or process; invites others into reflection about personal spiritual journey; teaches a variety of spiritual practices to lead others in deepening and developing spirituality; creates teaching and small group environments that promote discipleship.

**TEAM MANAGEMENT:** Clearly and comfortably delegates both routine and important tasks and decisions; creates accountability; trusts people to perform their own work; efficient, creative and responsible deployment of volunteers; engages people in their areas of giftedness and passion; creates strong morale and spirit in the team; invites shared input and decision making; creates a climate in which people want to do their best; creates a feeling of belonging and pride in the team.

**ORGANIZATION & PLANNING:** Knows how to organize people and activities; can simplify complex processes and create policy for repetitive processes; garners needed resources and project support; develops a realistic and thorough plan for achieving key objectives; identifies and resolves barriers and problems; communicates progress to staff, volunteers, ministry participants and congregation.

**INNOVATION:** Generates new ideas; makes new connections among existing ideas; learns from mistakes; has good judgment about which creative idea and suggestions will work; acquires and demonstrates the technical skills required to proficiently execute the essential functions of the job; continually works toward the mastery of technical proficiency.

## To Apply:

This is a full-time position (40 hours per week). Compensation includes salary, health benefits, retirement package and funds for continuing education. Pay based on experience.

**Send your resume and cover letter** to St. John's Search Team at [stjohns@stjohns-ec.org](mailto:stjohns@stjohns-ec.org) **by June 15, 2021.**