



Position Description: Director of Children, Youth and Family Ministries

GENERAL INFORMATION

This professional staff position is part-time (estimated 20-30 hours per week) salaried, overtime-exempt. Salary is negotiable based on experience and qualifications but is estimated at \$35,000 annually. The Director will promote the integration of our youth into the full life of faith at St John's. This position is committed to long-term development of family ministry with enthusiasm and dedication to working directly with people of all ages. The Director will develop programming, fellowship, and service and worship opportunities; coordinate with the youth education teams; and, encourage volunteers and parents to provide fellowship and faith building activities for our youth.

DUTIES AND RESPONSIBILITIES

- a. Lead all facets of the Children's and youth faith formation programming which includes children's education programs including Sunday school, Youth Ministry, Confirmation, and Vacation Bible School. As part of this responsibility, the Director will develop or implement all curriculum.
- b. Plan and participate in/lead annual retreat and mission opportunities for the youth to include content development, communication and marketing, budgeting, fundraising, registration, scheduling and activities, etc. Leading these opportunities will involve occasional extended overnight stays.
- c. Develop and coordinate inter-generational social activities / events in collaboration with the Faith Formation committee.
- d. Be active on Sunday mornings with the educational hour and develop ways for the youth to become further engaged in Sunday services. The Director will be a regular part of the Sunday service and deliver the children's sermon on most occasions.
- e. Attend staff meetings, Congregation Council meetings, and the meetings of the Faith Formation Committee and Social Ministry Committee.
- f. Communicate to families, youth and volunteers, staff and the congregation to inform all about current and upcoming Youth and Family programs through the most effective channels.
- g. Work with the youth education team to recruit, develop and encourage volunteers and parents to provide fellowship and faith building activities.
- h. Assess effectiveness of youth and family programs and provide recommendations for improvement to the Pastor.
- i. Provide supervision and support to the Nursery Coordinator.
- j. Ensure that all volunteers have appropriate and current clearances on file.
- k. Any other duties as assigned.

RELATIONSHIPS

- Initiate, develop and maintain positive personal relationships with the youth and their families through a variety of activities.
- Build relationships with both St. John's and non-St. John's children, youth and families who may be seeking a church family.

- The Director is responsible to and supervised by the Lead Pastor.
- The Director provides supervision of nursery staff.

WRITTEN REPORTS

The Director shall submit:

- A monthly report to the Lead Pastor.
- An annual report to the Congregation Council for distribution in the Annual Report to the Congregation.
- Other reports as requested by the Lead Pastor and/or Council.

REVIEW

Annually, the Lead Pastor will engage the Director in a formal evaluation and feedback process of reflection and assessment of job performance.

POSITION REQUIREMENTS

EDUCATION: Bachelor's Degree preferred

EXPERIENCE:

- One-year experience working within a faith-based organization affiliated with the ELCA (Evangelical Lutheran Church in America) or a church with which the ELCA has full communion (The Episcopal Church, United Church of Christ, Presbyterian Church (USA), Reformed Church in America, United Methodist Church, The Moravian Church).
- Demonstrated experience in guiding individuals including but not limited to children, youth and families on their faith journey.
- Experience with event planning, budget management, program development and implementation and working with volunteers.
- Strong organizational and time management skills.
- Ability to identify issues, use discretion, and maintain good boundaries and confidentiality.
- Computer skills, with proficiency in Microsoft Office Applications.
- Excellent oral and written communication skills along with interpersonal skills across an intergenerational community.
- Ability to work independently, prioritize, simultaneously manage multiple tasks, and adhere to agreed-upon guidelines.
- Ability to adapt to flexible work hours.

PHYSICAL REQUIREMENTS:

- Ability to pass all background checks and clearances.
- Ability and desire to support the mission of St. John's and welcome all persons in accordance with the theology of the ELCA.
- Range of hearing and vision sufficient to operate standard office machines and communicate with co-workers and stakeholders in person and via telephone.
- This is an active position which regularly requires walking, standing, stooping, bending, and pushing/pulling. May require lifting of up to 50 lbs.
- This position demands flexible work hours including some overnight and infrequent travel within and outside of Pennsylvania.
- Free of dependency and abuse of illegal or illicit drugs, alcohol, inhalants, or other chemical substances or controlled substances.