

Director of Youth and Family Ministry

JOB DESCRIPTION

Directing Body & Authority:

- Works in collaboration with the Board of Education & overseen by the Board of Elders through the authority granted in the Church Constitution

Function:

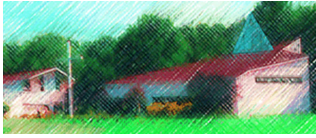
Under the authority of the Board of Elders and in concert with the Senior Pastor and Board of Christian Education. The primary goals of this position is to lead and further develop the existing youth program & to create, implement, develop and lead a young adult and young family ministry.

Eligibility:

- Be willing to prayerfully receive the call from the voting membership of the congregation in accordance with the church constitution
- Education: minimum of a bachelor's degree in Christian Education from a Lutheran Church-Missouri Synod college or university certified as a pastor, teacher, DCO, DFLM, or DCE
- Have experience in the areas of youth ministry, adult ministry and/or family ministry

Requirements, Duties and Expectations:

1. Must become an active member of Prince of Peace Evangelical Lutheran Church, Medina, OH
2. Must be a good Christian example for youth and other members of the church.
3. Maintain regular attendance at worship services
4. Working with the Board of Christian Education, establish the overall mission, goals, and objectives for the youth ministry and associated programs.
5. Establish overall goals and objectives of Young Adult Ministry and education programs and provide appropriate leadership and guidance for these programs.
6. Establish overall mission, goals, and objectives of Young Family Ministry and education programs and provide appropriate leadership and guidance for these programs.
7. Conduct & support youth & young family focused Bible studies as determined in conjunction with the Board of Education.
8. Plan, organize, and lead spiritual renewal opportunities for youth & young adults including retreats, youth gatherings, conferences, servant events, etc. Current examples of spiritual renewal opportunities are the annual youth mission trip and the annual youth educational retreat. Proposed renewal opportunity expenses must be approved by the Board of Education.
9. Plan & organize appropriate gatherings, retreats, conferences, servant events, and related activities for young families. A current example would be the annual young family retreat. Proposed activity expenses must be approved by the Board of Education.
10. Work cooperatively with various board leadership in the development and administration of annual budgets for the Youth, Young Adult, and Young Family Ministry programs.
11. Be an available resource to assist or lead (if needed) the teaching of Confirmation classes
12. Help identify, recruit, and train lay adult volunteers to assist in youth ministry.
13. Help assimilate newly confirmed youth, young adults, and young families into the church into active ministry, congregational life & church leadership roles.
14. Help assimilate youth, young adults, and young family church members into the active educational life of the church.
15. Assist in the development, implementation, and coordination of Christian education ministries and programs for people of all age groups within the congregation to include, but not be limited to: Sunday School, Bible Studies (any age), Youth Groups, Vacation Bible School, Christmas Programs, Young Family Ministry, Community Outreach



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16. Provide oversight and assistance, as needed, in the development of all communication, promotion and advertising related to Christian Education and Youth Ministry activities via the church website, Sunday bulletins, newsletters, emails and other social media
17. Create/promote opportunities to build relationships between families and members.
18. Serve as a member of the Parish Planning Council & attend bi-monthly council meetings.
19. Serve as a member of the Board of Christian Education & attend monthly board meetings.
20. Participate in weekly staff meetings, regularly scheduled congregational meetings & Board of Elders meetings when requested.
21. Attend district and/or synodical functions and other seminars as required.

Other Employment Information:

- A. The primary workplace will be at Prince of Peace Evangelical Lutheran Church, Medina, OH
- B. Occasional travel to other locations throughout the US may be required
- C. Light lifting, less than fifty pounds, bending, sitting, standing, and other physical activities commonly experienced when working with children are required.
- D. This is a full-time position requiring work on weekends, evenings, church holidays, and occasional overnight travel.
- E. Candidate must have strong communication skills & maintain good communication with pastoral staff, relevant church boards, and youth.
- F. Maintain contemporary knowledge in communication, teaching and youth leadership through networking and continuing education
- G. Skills in recruitment, leadership, teaching, delegating, organization, administration. Must relate well to children, youth, young adults and their families.

Entitlements and Benefits:

Certain benefits are conveyed to the individual holding this position, whereas these benefits are limited by the annual budget and approval by the Board of Elders and/or the Senior Pastor;

- Reimbursement of reasonable travel costs in accordance with church policy
- Reimbursement of approved Education expenses as approved and in accordance with church policy
- Healthcare benefits provided under the Concordia plan
- Disability benefits provided under the Concordia plan
- Retirement benefits provided under the Concordia plan
- Housing allowance is available
- Vehicle allowance is available
- Vacation and other benefits shall be provided in accordance with District guidelines

Budgets and Expenses:

It is understood that funds will be needed to run programs introduced by the Director. Financial expenditures must be budgeted and approved by appropriate board directors as mandated by the church constitution. Annual budgets must be proposed to the Board of Elders for approval.

Compensation:

It is recognized that the successful execution of the duties of this position requires a full time commitment and thus a salary commensurate with ability and experience will be provided based on English District guidelines. Annual salary, benefits, and performance review will be set by the Board of Elders with input from the Board of Education.