

JOB DESCRIPTION

Position: Director of Youth & Family Ministry

Date: August, 2018

Scope of Position

The purpose of the position is to provide spiritual, educational, and recreational programs for Solomon Lutheran Church youth and families. This position plans, organizes, and implements youth programs and activities that will uphold the Christian faith, provide a supportive environment, and offer activities that help the youth live their faith. The Director also participates in weekly chapel at Solomon Lutheran School and supports other School activities as needed. The fulfillment of the duties of the Director of Youth & Family Ministry are accomplished through being a team member, developing team relationships, and cooperating in a common purpose and ministry for Christ.

This position reports to Senior Pastor. And performs all duties as assigned by the Pastor and/or Executive Committee.

Responsibilities

Provides Christian leadership as a member of the Solomon team so that the youth and families might enhance and grow their Christian faith.

- Youth & Families
 - Plan, develop and lead the weekly meetings/activities of Velocity
 - Plan, oversee, and attend/execute youth fellowship activities, e.g., ELCA Youth Gathering, overnight movie nights, football Friday nights, etc.
 - Develop and lead a quarterly family event (intergenerational)
 - Participate in the Community Vacation Bible School
 - Be supportive of youth by attending extra-curricular activities such as athletic events, musicals/plays, etc.
 - Develop, engage volunteers and chair the Youth Ministry Committee which provides support, ideas, fund-raising aid, etc. to this position.
- Worship
 - Participate in Contemporary Worship Service (one service per month)
 - Lead children's message once per month
 - Along with the youth, plan an all youth service twice per year
- Christian Education
 - Participate in the selection of Sunday School curriculum along with Pastor, Sunday School Superintendent, and Christian Education Committee
 - Support the Senior Pastor, as needed, in the confirmation process

- Communications

- Communicates with all persons in such a way as to be a positive example and representative of Christ and Solomon Lutheran Church & School. Communication style is consistent with the Christian doctrine, treating all persons with honesty and dignity.
- Write a monthly update for the Church newsletter
- Post on social media activities of youth & family
- Maintain effective and regular communication with the youth and their families through e-mail, social media, text, etc.
- Maintain up-to-date contact information for Solomon youth and young adults
- Other Church/Community
 - Participate in ELCA conference events as appropriate
 - Participate in Youth Ministry network gatherings
 - Participate in Synod youth events
 - Attend monthly lunch at Woodmore Schools with local clergy/youth leaders
- Solomon School
 - Participate in weekly chapel
 - Assist with other school activities as needed/appropriate
 - Connect with the children and families, e.g., lunch with the children, greeting in the morning at drop off time, extended care children
- Attends and participates in committee meetings, planning sessions, and other activities as appropriate and communicates regarding plans and schedules
 - A minimum of weekly one-on-one meetings with the Pastor
 - A minimum of quarterly attendance at Christian Education Committee meetings
 - Provide a monthly written report to Pastor, Council
 - Provide a written report for the Congregation Annual Meeting in December
- Satisfactory annual review with the Pastor and/or Executive Committee member.

Policies and Procedures

Complies with policies and procedures established by Solomon Lutheran Congregation Council.

Term of Service

The job description is not a contract for employment.

Part-time position with a minimum of 28 hours per week; however, hours will vary based on planned activities/meetings.

This person or Solomon Lutheran Church may terminate employment at any time, for any reason, with a minimum two week required notice by both parties.

Vacation is 2 weeks of paid vacation per year.