

## **Full Job Description**

### **SOLOMON LUTHERAN CHURCH AND SCHOOL**

#### **JOB DESCRIPTION: Director, Youth and Family Ministry**

The Director of Youth and Family Ministry provides Christian leadership as a member of the Solomon Lutheran Church and School team so that the youth and families might enhance and grow their Christian faith.

#### **Scope of Position**

The purpose of the position is to oversee and facilitate Christian faith-based, educational, and recreational programs for Solomon Lutheran Church children, youth and families. This staff 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 supports School activities as needed, including weekly chapel. The fulfillment of the duties of the Director, Youth and 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 the Senior Pastor and performs all duties as assigned by the Pastor and/or Executive Committee.

#### **Responsibilities:**

##### **Youth and Families**

- Plan, develop and lead the weekly meetings/activities of Velocity (Sr. high youth group)
- Plan, oversee, and attend/execute youth fellowship activities, e.g., ELCA Youth Gathering, lock-in, movie nights, trips, etc.
- Participate in the planning and leadership of Community Vacation Bible School
- Develop, engage volunteers and chair the Youth Ministry Committee which provides support, ideas, fund-raising aid, etc. to this position
- Be supportive of youth by attending extra-curricular activities such as athletic events, musicals/plays, etc.
- Support school activities, including Chapel, as needed/appropriate.

##### **Worship**

- Lead children's message weekly and at festival services
- Encourage children to fully participate in worship by example and through fostering an environment of service - volunteering as acolytes, cross bear, lector, or tech

##### **Education**

- Participate in the selection of Sunday School curriculum along with the Pastor, Sunday School Superintendent, and Christian Education Committee
- Work with the Senior Pastor, to oversee 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 and School
- Communication style is consistent with the Christian doctrine, treating all persons with honesty and dignity
- Provide a monthly written report to Pastor, Council and Church newsletter
- Provide a written report for the Congregation December Annual Meeting
- Post on social media activities of youth and families.
- Maintain effective and regular communication with the youth and their families through email, 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 as appropriate
- Participate in Synod youth events
- 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
- 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.

#### Terms of Service

- The job description is not a contract for employment.
- Part-time position with an average of 15 to 20 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