Hope Lutheran Church Position Description

Position Title: Director of Youth & Family Ministries **Full Time**
Supervised by: Pastor Mary Erickson **Eligible for Benefits:** Yes
Salary: $30,000
Does this position supervise other people? Volunteers

Position Description:
Working collaboratively with the Hope ministry staff, the Director of Youth & Family Ministries will foster relationships with Hope's children and youth and their families, coordinating opportunities for them to grow as servants of Christ, encouraging faith formation and education, and also creating occasions for fellowship, service, and joyful gatherings.

List of Primary Responsibilities:

- Build relationships with Hope's children, youth and their families
- Worship regularly and be present for all church functions directly related to youth and family ministry
- Work with the pastor to organize and implement Confirmation Ministry
- Work in collaboration with the Board of Education and the Youth Committee, acting as the staff liaison
- Organize regular opportunities for Middle School and Sr. High youth to meet
- Coordinate educational programming for children 3 years old thru 5th grade (recruit and prep teachers, provide curriculum, organize registrations and class lists, maintain supply room and classrooms)
- Organize annual events for children's ministries (such as Bible Sunday, teacher appreciation, the Roundup fall festival, help with Christmas program and first communion)
- Communicate effectively and often to parents, with an expectation of active parental involvement in the faith development of their children
- Organize, lead and fundraise for local and national mission trips with Senior High youth
- Promote summer camping at Luther Park to families at Hope
- Organize Vacation Bible School
- Work with Hope Staff to integrate youth in worship services, mentor students, and participate in Hope's various congregational servant ministries
- Connect with the Synod youth network to involve our youth and families in opportunities within our synod (Recharges, retreats, etc.)
- Engage in other responsibilities as needed

Desired Skills:

- Possess a basic understanding of Lutheran theology
- Ability to communicate in various electronic means, including email, text and social media
- Familiar with Microsoft Office (Word, Outlook, PowerPoint, Excel) or willingness to learn

Qualifications:

- Must be a team player
- Have a love of children and youth and desire to build relationships with young people from all walks of life
- Possess active worship life and strong personal faith

Other Information:

- Vacation time: 2 weeks vacation, plus comp. time for retreats, camps and trips
- Continuing Education: Up to $250.00 per year

Core Competencies:

Competencies universal to all Hope staff:

- Mission Ownership – Demonstrates understanding and full support of the mission, vision, values and beliefs of the congregation; can demonstrate those values to others; consistently behaves in a manner congruent with the mission, vision, values and beliefs.
- Team Orientation – Demonstrates interest, skill and success in team environments; promotes group goals ahead of personal agendas; steps up to offer self as a resource to other members of the team; understands and supports the importance of teamwork; doesn't operate with hidden agendas; shares credit for success with others, takes responsibility for his or her part in team failures.
- Ethics and Values – Consistently embodies appropriate behavioral choices in both stressful and non-stressful situations; is seen as trustworthy by others; practices the behaviors he/she advocates to others; keeps confidences; responds to situations with constancy and reliability.
- Compassion and Care – Projects a sense of empathy and understanding when dealing with others; is able and willing to supply answers and resources to help others; communicates a sense of support through his or her presence; demonstrates appropriate boundaries and expressions of care.

Competencies specific to this position:

- Self Differentiation – Demonstrates strong and appropriate personal boundaries in relationships, especially with minors; has a healthy appreciation of self, without being egotistical; is

emotionally mature; can maintain a non-anxious presence during turmoil; not overly dependent upon outside affirmation; works to build a strong personal support system.

- Integrity and Trust – Is seen as trustworthy by others; practices direct, honest and transparent communication; keeps confidences; admits mistakes; doesn't operate with hidden agendas; responds to situations with constancy and reliability.
- Creativity and Innovation – Generates new ideas; makes new connections among existing ideas to create fresh approaches; takes acceptable risks in pursuit of innovation; learns from mistakes; has good judgment about which creative ideas and suggestions will work.
- Influencing Others – Encourages others to cooperate, participate, provide resources or make decisions in youth ministries; uses verbal and nonverbal skills to communicate respect for others and to generate energy, passion and commitment to an idea; creates an environment that others want to participate in; creates strong morale and spirit in the team.
- Organization and Time Management – Can focus time on tasks that contribute to program goals; able to prioritize and organize to meet deadlines; uses time effectively and efficiently; respects the time of others.
- Fund Raising – Thinks innovatively about new sources for funding the ministries of the congregation; coordinates and executes venues for fundraising in accordance with congregational policy; is willing and able to ask others to contribute financially; coordinates fundraising efforts with the larger stewardship efforts of the congregation.

To apply, send resume with references to:

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