

SAMPLE JOB DESCRIPTION #2

The Director of Christian Education and Youth Ministry (DCE/YM) shall promote the study of the Gospel of Jesus Christ as found in Scripture in accordance with the Constitution and Mission Statement of _____ Lutheran Church, and shall provide ministry and care to the youth of _____ and their families.

The DCE/YM must have a sense of call and passion for Christian education and ministry with youth that is grounded in an understanding and appreciation of Lutheran theology. This person shall have a commitment to the Christian faith, and ability to nurture people as disciples of Jesus Christ. This person must also see this professional position as an opportunity to develop Christian faith and integrate all congregation members, including youth, into the broader ministries of _____ Church.

Specific Qualifications

- A Bachelor's degree
- Experience in Christian education and/or youth ministry (2-3 yrs. preferred)
- Demonstrated leadership and organizational skills
- Strong interpersonal skills in working with volunteers and people of all ages
- An ability to identify and foster leadership in adults and youth
- Excellent oral, written, and computer based communication skills
- An attitude of flexibility and adaptability in the face of the changing moods and plans especially when working with youth and parents

Specific Responsibilities

Christian Education

- Assesses needs, evaluates materials, develops programs, and oversees volunteers for:
 - Sunday Faith Formation classes, ages 3-18
 - Adult Christian education
 - Special intergenerational activities
 - Vacation Bible School
 - Advent, Christmas, Lent, Easter Programs

Youth Ministry

- Assesses needs and develops programs for:
 - Recruiting, training, and supervising adult volunteers
 - Reviewing and evaluating youth ministry materials
 - Maintaining current education on knowledge of family systems, youth development, youth culture, and applying biblical teaching to daily life in the context of Lutheran theology
- Assists the pastor with care to youth as needed

- Attends and encourages youth to attend annual ELCA _____ Synod youth events; also encourages youth to:
 - Run for ELCA _____ Synod and national ELCA offices
- Organizes an annual youth-led Sunday service, social service/outreach opportunities, regular youth group gatherings, fundraising events for the Youth Activity Fund, and activities with other denominational church youth groups

Combined

- Initiates, develops, and implements objectives, plans and programs
- Oversees Christian Education and Youth Committees' volunteers to develop, administer, and maintain each annual budget
- Maintains communication with the
 - Congregational Council, including monthly reports
 - Staff, which includes Pastor, Organist, and Secretary
 - Congregation
- Implements and maintains child abuse protection policy\
- Writes and recruits others (including youth) to write monthly articles for the congregational newsletter, describing detailed past events, and advertising current and future events
- Flexible in work hours, including weekends and evenings; present on Sundays

Current Working Conditions

The position of DCE/YM is a part-time salaried position, based upon a projected 30 hours per week. Fulfilling the responsibilities of the position requires a variety of actual numbers of hours during certain weeks at different times of the year; however, regularly scheduled office hours are kept. The DCE/YM is accountable to the Congregational Council, Pastor, and Committees.