

**EMMANUEL LUTHERAN CHURCH**  
**JOB DESCRIPTION**  
**April 2016**

**TITLE: Director of Youth & Family Ministry**

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This is a part time position. Incumbent will consult with the pastor, congregational council, learning committee, and youth committee to develop, coordinate and oversee intergenerational educational and faith formation ministries of the congregation.

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**REPORTS TO:** Congregational Council/Pastor

**QUALIFICATIONS:**

1. Must be an active baptized/confirmed member of a congregation of the Evangelical Lutheran Church in America (ELCA) or one of its full communion partner churches.
2. Must have a minimum of a High School diploma with some technical education in disciplines that compliment this position's responsibilities.
3. Must have excellent interpersonal skills which lead to good working relationships with the Congregation Council, Pastor, staff, volunteers and congregation members.
4. Must have excellent written and oral communications skills.
5. Must have excellent leadership/managements skills.
6. Prior experience with recruiting, training and supervising volunteers is helpful.
7. Prior experience with planning and organizing events and activities.
8. Prior experience with teaching varying age groups from pre-school to adult.
9. Knowledge of teaching methods, curriculum and budget planning.
10. Skilled in using computer software, including MS Office.
11. Maintains a professional appearance and deportment.
12. Willing to attend continuing education events as available.

**Responsibilities:**

1. Plan and implement activities for Sunday School, Bible Story Sunday events, Christmas program, and Vacation Bible School.
2. Select learning curriculums and acquire necessary supplemental materials within budget.
3. Develop and submit an annual budget and provide oversight for Learning & Youth.
4. Recruit, train, and support Sunday school teachers.
5. Assist the pastor in the selection and development of curriculum/program requirements for the Confirmation Program.
6. Train parent Confirmation Program guides, and collect/maintain records on student progress.
7. Organize and attend, when appropriate, service and fellowship activities for confirmation students, including annual confirmation retreat.
8. Organize and plan educational, service and recreational activities for both youth and families as directed.
9. Survey youth to find areas of interest such as: drama, arts, and music where they can contribute their talents to the church. And, then develop opportunities for their talents to be used.
10. Survey families and youth once a year to find areas of interest or concern and then develop relevant programs and activities.
11. Provide support for families as centers of faith formation by creating and maintaining a community resource listing for members who seek referrals or assistance for youth and families.

12. Prepare newsletter articles, bulletin announcements and press releases for news outlets, Website and Facebook publishing.
13. Provide staff support to the Learning & Youth Committees in the development and planning of programs.
14. Coordinate and assist with First Communion Instruction and the Seder Meal.
15. Performs position responsibilities as revised/deleted or added and directed by the Congregation Council or Pastor.

Revised: April 2016