

HOPE LUTHERAN CHURCH

Director of Youth and Faith Formation

Job Description: The Director of Youth and Faith Formation will be a spirit-filled person who coordinates youth and young adult programming to ensure that the youth (Elementary—Senior High School) are gathering, growing, and serving as Disciples of Christ. The Director of Youth and Faith Formation will lead by example of personal Christian faith and worship.

Job Responsibilities and Duties:

Education: Youth Faith Formation

- In coordination with pastor and other youth leaders, develop, review and select youth and young adult ministry and education curriculum in collaboration with the Board of Education Committee.
- Organize, schedule, market, and recruit volunteers for Vacation Bible School.
- Work with the Pastor and Board of Education in Planning and Co-leading Vacation Bible School
- Attend the Board of Education Committee meetings and order all educational materials.
- Collaborate with the Music Director in planning and organizing the annual Sunday School Christmas Program.
- Work with the pastor in planning and co-leading First Communion Class.
- Recruit Sunday School teachers and volunteers
- Maintain Educational program forms including
 - Registration
 - Attendance sheets
 - Background checks
 - Snack sheets
 - Other forms as necessary

Youth and Young Adults:

- Build and maintain relationships with middle school and high school youth in an appropriate and supportive manner.
- Develop and maintain a Senior High Youth program.
- Planning, communicating and leading six or more youth events per year. Could alternate between middle and high school students. Event examples: mission/service project, 16:49, Lutherdale Team Building Retreat.
- Support faith formation of students alike through activities.

Other:

- Attend Sunday worship monthly at Hope Lutheran Church, rotating between 8:00am and 10:30am services.
- Will attend council meetings on a quarterly basis.
- Communication of education programming with parents and congregation. i.e. Letters, meeting flyers home, announcements, Sunday School bimonthly newsletters, monthly VOH educational updates.
- Attend scheduled staff meetings.
- Other as assigned by the pastor.

Job Skills and Requirements:

- A solid grounding in the Gospel and ability to speak to its effect in your life.
- Prior experience working with children and/or youth (i.e., as a camp counselor, church/school volunteer, etc.).
- A commitment to good interpersonal relationships, teamwork, and support of church ministries.
- Ability to communicate events to the congregation, parents, and youth in a timely and effective manner, including submitting articles for the monthly Voice of Hope, Sunday Epistles, and social media.
- Staying in constant communication with the pastor about youth and young adult activities and coordinating plans. Multimedia abilities.
- Support fundraising efforts to help fund group activities which will develop a sense of leadership, responsibility, and teamwork among our youth.

Hours: The Director of Youth and Faith Formation will work an average of 15 hours per week. It is desirable to have availability on Sunday mornings primarily through the months of September to May. He/she should check on Sunday School on a regular basis. Summer hours are negotiable, aside from Vacation Bible School.

Salary: Proposed by the Executive Committee and Chairperson of Finance, approved by the council and voted on at the Annual Budget Meeting of the congregation. Pay schedule is twice a month.

Termination Procedure: The Director of Youth and Faith Formation is required to present a written notice to the Church Council a minimum of fourteen (14) days prior to ending his/her employment. Fourteen (14) days will be given to the Director of Youth and Faith Formation by the Church Council in the event of involuntary termination.

Emergency Contacts: The Pastor or Office Manager will be the emergency contact for the Director of Youth and Faith Formation.

Evaluation: The Director of Youth and Faith Formation’s performance will be evaluated annually by the Personnel Committee or the Executive Committee (in lieu of the Personnel Committee).

I understand the above job description.

NAME: _____ **DATE:** _____