

**ST. ANDREW LUTHERAN CHURCH**  
**Director of Children, Youth and Family Ministry Position Description**

**Summary**

The Director of Children, Youth and Family Ministry (DCYFM) is responsible for providing leadership, vision and support to the family ministries program at St. Andrew Lutheran Church (SALC), as well as faith development related to the pre-school, elementary school, middle school, high school, and post high school age groups. This is a full-time salaried position. Some work will need to be completed outside of church and/or office hours.

**Introduction**

The DCYFM will build strong mentoring relationships with SALC children, youth and their families, teaching and tending those who are on their faith journey by encouraging and teaching the disciplines of prayer, worship, service, scripture reading, faith discussion, tradition and fellowship.

The DCYFM's responsibility is to help children and youth develop a love for Jesus and a deeper commitment to the triune God, their church, the community of people around them, and to be an advocate for children and youth needs in the church. We recognize that "family" can be intergenerational, include married and singles, and each family unit can be unique in its structure. This position is accountable to the lead pastor.

**Preferred Qualifications**

- Experience working with children, adolescents and families in the church
- Degree/certification in youth and family ministries
- Education background/training
- Music background
- Proficient in technology/media skills

**Knowledge, Skills and Abilities**

1. Demonstrate a Bible background in keeping with Lutheran traditions; passionate about being active in the faith life of SALC
2. Exhibit strong leadership experience and relational skills with children, youth, adults, staff and community
3. Ability to teach using various educational methods in order to nurture faith development
4. Ability to be self-directed yet honor the direct-report process
5. Ability to find, recruit, and empower others to lead
6. Ability to work as part of a team with appropriate ministry teams and volunteers
7. Exhibit strong communication and organization skills
8. Understand child/adolescent development, culture and trends
9. Ability to provide basic counseling, decision making, referral skills, and support services in the community as they relate to needs of children/adolescents
10. Experience with camp and retreat planning
11. Skilled in program planning and visioning skills; desire to gain new ideas to improve the quality of Family Ministries
12. Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to safety or health of employee or others
13. Demonstrate and communicate clear boundaries and expectations for youth at all SALC sponsored functions.
14. Maintain a valid driver's license

## Essential Functions

1. Provide guidance, assistance, and instruction to programs including Sunday school, confirmation class, youth group and intergenerational programs, VBS, etc.
2. Provide leadership in developing appropriate and effective programs for children, youth and their families, evaluating and recommending curriculum, and obtaining materials.
3. Oversee and assist in recruiting a talented team of volunteers for children and youth ministries.
4. Maintain high visibility on Sunday mornings. This includes interacting with congregation members, welcoming new families, answering questions and arranging for the participation by the children/youth in worship services.
5. Build relationships with the young people of St. Andrew Lutheran Church and the Vancouver area.
6. Build relationships with families of children attending SALC preschool/kindergarten
7. Provide support to the preschool/kindergarten program as requested
8. Recognize "milestones" such as graduations and other accomplishments.
9. Facilitate regular youth meetings for middle school and high school students with the assistance of appropriate ministry teams and volunteers
10. Provide a safe, quality environment supporting the growth of youth in their faith; this includes regulating background checks of volunteers, in collaboration with the church office.
11. Assist pastoral staff in planning the worship service celebration for the Confirmation of youth at the end of their course of study.
12. Be a liaison with post high school graduates in order to facilitate a continuing connection to church.
13. Attend weekly staff meetings
14. Collaborate with and coordinate appropriate ministry teams and volunteers to provide intergenerational activities that include educational and faith-building opportunities for families of all ages.
15. Work with the pastors and other teams as appropriate to fulfill the overall vision of St. Andrew Lutheran Church.
16. Be willing to seek out Continuing Education, sharing new ideas with staff, appropriate ministry teams and volunteers
17. Coordinate with appropriate ministry teams and volunteers to involve both the youth and children with special events that follow the church calendar (i.e. neighborhood school programs, Rally Day, Christmas Program, Easter Events, and Vacation Bible School.)
18. Plan and promote camps, retreats, trips, concerts, mission trips, outreach events, etc. being mindful of the availability of funds.
19. Direct fundraiser(s) for the youth programs.
20. Be part of the Children's Chat rotation at Sunday church services as needed.
21. Communicate through bulletin boards, church bulletin, monthly newsletters, phone calls, social media.
22. Maintain records: SS registration, children ministry and youth ministry budgets, annual report to the congregation, VBS registration, volunteers, etc.
23. Build relationships with other youth ministry leaders in the Vancouver area, seeking cooperation for kingdom building.
24. Provide the SALC Church Council with a monthly report of DCYFM plans and activities.

## Other Responsibilities

- Willing and capable of driving the SALC youth to off campus church activities, functions, or retreats. Must meet insurance requirements.

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**COMPENSATION PACKAGE**

**SALARY**

\$45,000-51,000 (DOE)

**BENEFITS**

A supplement equal to 20% of the base salary will be provided to the employee to be directed toward individual medical insurance and/or an individual retirement account at the employee's discretion.

**LEAVES**

An employee is eligible for the following leave benefits after completing a 90-day introductory period.

**Holidays**

The following holidays are recognized, paid holidays. In addition, two (2) floating holidays will be granted per year

New Year's Day

Memorial Day

Independence Day

Labor Day

Thanksgiving Day

Christmas Day

**Sick Leave**

Paid sick leave shall accrue at the rate of one (1) day per month. Maximum accrual shall be 24 days. Unused sick leave is not paid or reimbursed upon the termination of employment.

**Vacation**

After 1 year of employment.....1 week

After 2 years of employment.....2 weeks

After 5 years of employment.....3 weeks

After 10 years of employment.....4 weeks

Vacation time must be approved in advance and can only be used after it is earned. It must be used within 12 months of the time it is earned.

### Jury Duty

Employees are excused for jury duty but will not be paid

### Bereavement and Funeral Leave

Up to a workweek of paid bereavement leave will be granted at the time of death in the employee's immediate family. Bereavement leave may be used for qualifying family members in the case of imminent death, but the total absence shall not exceed a workweek. Qualifying family members are spouse, children, parents, brother, sister (or the step and in-law equivalents), grandparents, grandchildren, aunts, uncles, or other relatives living in the employee's household.

Bereavement leave in excess of a workweek or for other relatives may be granted with the approval of the supervisor and charged to the employee's accrued sick leave.