

Lord of Love Lutheran Church
Co-Director of Faith Formation (Emphasis on Youth Ministry)

Job Description

Position: Reports to Pastor of Lord of Love and the Nurture Committee.

Purpose: To direct and lead the Youth Ministry Program of Lord of Love Lutheran Church.

Goals: Provide social and educational opportunities to help youth, with emphasis on middle and high school ages:

- To grow in faith in Jesus Christ
- To build Christian relationships
- To equip youth to share the love of Jesus with others

Major Responsibilities:

The following are the major responsibilities of the Director of the Youth Program (which are always subject to review and adjustment with the Pastor and Congregational Council):

- Organize and implement youth group events and activities for Middle School and Senior High students which meet at least once or twice a month for a variety of purposes, be it service projects, themed nights with Bible Study focus.
- Assist with Bible study opportunities for youth events enlisting volunteers.
- Take an active role in teaching Confirmation classes, including attending classes with the Pastor, assisting with the planning of Confirmation, teaching with the Pastor and during the Pastor's absence, coordinating adult assistants, taking attendance and other duties as needed.
- Present a budget and plan and implement fundraising events to help with expenses to attend the ELCA Youth Gathering and or youth mission trips within Lord of Love's Fundraising Guidelines.
- Plan and implement youth participation at the Nebraska Synod Youth Gatherings (Middle School Gathering in January and High School Gathering in November).
- Manage the disbursement of budgeted funds for youth events and supplies within the guidelines of the approved budget with the Nurture Committee.
- Take an active role in planning our intergenerational Wednesday night times in conjunction with the Pastor and other Faith Formation staff. This will include rotating turns with the pastor and the other Co-Director of Faith formation in leading and planning these lessons.
- Purchase and coordinate gifts and certificates for children's baptismal boxes along with other important milestones (like confirmation stoles and gifts, and high school senior gifts).

General Responsibilities:

- Attend Nurture Committee meetings and other meetings as required by the Pastor.
- Meet with Pastor on a regular basis at a time mutually agreed upon.
- Coordinate the youth events and programs with other ministries of the congregation in conjunction with the Pastor.

Dated June 2018

- Publicize the youth events through the Worship Bulletin, Newsletter, bulletin boards, and social media. Communicate as needed with parents/guardians through special mailings, or fliers sent home with youth or through technology media tools.
- Maintain administrative records as directed by the Nurture Committee and the Pastor:
 - Consent forms for field trips and outings outside the church facility.
 - Credit card receipts should be submitted to the Office Administrator at the end of each billing cycle and be properly coded, so they can be charged to the right budget line.
 - Maintain files on activity and curriculum expenses as well as files on retreats, trips, fundraisers, and program activities for use in future planning (to include attendance, cost and adult volunteers).
 - Make sure the proper paperwork for background checks is given to the Office Administrator to be done on all chaperones physically going on a trip with the youth at least two weeks before the trip happens.
- Communicate regularly with the Office Administrator about dates and times for youth programs for the Church Calendar. Email all newsletter items and bulletin announcements by monthly and weekly deadlines.
- Actively encourage children and youth to participate in the youth activities, worship, music, and educational activities of the congregation.
- Refer prospective families for membership and unusual circumstances where follow-up is desirable to the Pastor.
- Support and encourage youth participation in citywide, synodical and churchwide events and age-specific events hosted by NLOM/Camp Carol Joy Holling as available.
- Help organize confirmation day and the senior blessings in conjunction with the pastor.
- Help to find graduating senior's new addresses so communications can be sent to them.

Working Conditions:

The position of Director of the Youth Program requires flexibility in hours available for work, which will include evenings and weekends. Although this is a part-time position, the following will be necessary to make this position a success:

- This person will keep the church office informed as to how/where the Director may be reached.
- This person will be present and available to the youth during Sunday mornings, and make sure that you sit in one of the Sunday morning worships each week. (Sometimes their needs will rule this out, but in general your presence and priority to participate in worship, is an important role modeled by you.)
- This person will notify the Pastor prior to all absences and provide a suitable substitute in the case of anticipated absence.
- This person will check in with the church office regularly for messages, mail, etc.
- This person will be expected to average 10 hours a week, or 40 hours per month to perform the responsibilities of the job.

The Church will provide:

- An office, desk, phone, an email address, a computer, printer, copier, limited secretarial support.
- Compensation plan, reimbursement for Continuing Education and mileage related to youth events.
- The prayers, love, concern, and personal support for you and for the sake of the ministry entrusted to you by God and for our ministry together in Christ's name.

Qualifications:

- Commitment to Jesus Christ with clear understanding of the Lutheran perspective of the Christian faith.
- A degree in the field of education and/or significant experience working with youth is desirable.
- Outgoing personality and ability to work with youth.
- High organizational skills
- Understanding of and commitment to faith formation.
- Agrees to background check, First Aid and CPR training.
- Attend Lord of Love worship services on a regular basis with the exception of planned time off approved by the Pastor.