

Job Description for Children and Youth Ministry Director Bible Lutheran Church, Rincon GA

Ministry Purpose: Your role is to develop and provide spiritual, relational, organizational, and administrative leadership. You are to oversee and work with the Christian education program for children and youth which includes the weekly Sunday School program for children (kindergarten-5th grade) and youth (6th-12th grade), weekly children's moment during church service, children's church (when and if this is established), weekly youth group, KC Jam, special night activities (Lent, Christmas, Shrove Tuesday, ect.), Vacation Bible School, Christmas program, and any other special events that may occur.

The Children and Youth Ministry Director shall seek to foster a strong education program through building relationships with Sunday School teachers, students, parents, the Pastor and church council. This program should strengthen the students' commitment to the church and help them grow in faith in Jesus Christ. The Children and Youth Ministry Director should introduce, instruct, and nurture children and youth in their Christian faith and in life through Bible study, prayer, fellowship, worship, service and evangelism.

Responsible to: Pastor and Congregational President for day to day operations, for fulfilling the responsibilities defined in the job description, for setting personal goals, and for communicating concerns related to the performance of the position.

Responsibilities:

1. Share the gospel of Jesus Christ and equip children (kindergarten-5th grade) and youth (6th-12th grade) for ministry
2. Lead the youth in stimulating weekly programs, as well as, overseeing the children's ministry
3. Develop children and youth in their Christian spiritual and social development by instructing and training children and youth to understand and implement the Bible into their lives
4. Coordinate, promote and further develop a quality Christian education for children and youth. Work with children in the following areas: Children's Sunday School; KC Jam, weekly children's moment during church, VBS and seasonal/special events. Work with youth in the following areas: Youth Sunday School; Weekly youth group, VBS and seasonal/special events.
5. Personally communicate educational program news frequently with the Pastor and Congregational President
6. Must attend Christian Education Committee and Youth Planning Committee meetings

7. Develop a children and youth ministry strategic plan that supports the mission and vision of Bible Lutheran Church
8. Participate in the preparation and development of the budget for the children and youth ministry
9. Communicate and publish all activities through newsletters, bulletins, church calendar and social media. Will also be responsible for providing an annual report at the yearly congregational meeting
10. Actively recruit children, youth and young families through church supported activities and programs in the community
11. Responsible for assuring that children and youth are considered and included within the life of the church
12. Participate with other Christian ministry professionals in the community as opportunities arise that fit within the church's purpose and ministry vision
13. Encourage and coordinate outreach opportunities and summer programs for children and youth as appropriate
14. This position will require the candidate who is hired to become a partner at Bible Lutheran Church, with partner requirements including regular worship attendance, giving and serving at Bible Lutheran Church.

Qualifications: The Children and Youth Ministry Director plays a major role in the faith development of all ages within the church, both as a leader and as an example. Bible Lutheran Church seeks a person who has a **solid** understanding of the foundations of Christian faith and who has a strong desire to nurture children and youth in the Christian faith. This person will be familiar with or willing to learn our church doctrine/discipline. We seek a person who generates new ideas and programs, who values the team concept of ministry, and who will be able to accept suggestions from the Pastor and Christian Education Committee. Qualifications include, but are not limited to:

- Vital relationship with Jesus Christ
- **A sense of call and a passion** for working with children, youth and other team members – able to inspire
- An understanding of child and adolescent development and skill level
- Ability to relate to children and youth and be able to teach them about Christ
- Desire to encourage multi-generational fellowship
- Spiritual maturity and high moral and ethical conduct
- Willing to seek out and meet with youth and children, sharing their joys and concerns, and challenging their spiritual growth. Will also minister to their needs and make appropriate care referrals when necessary
- Friendly, enthusiastic, and flexible team approach while working with children, youth, parents, and staff members

- Ability to recruit and train student and adult leaders to help with children and youth ministry. This person will continue to utilize partners at Bible Lutheran who have a calling to be involved in children and youth ministry
- Spiritual gifts including but not limited to leadership, administration, and teaching
- Teachable, servant's heart- will need to be a team builder and team player
- Shares the vision, philosophy of ministry, and commitments of Bible Lutheran Church
- Be in relationship with youth, children, and their families
- Formal education is not a predetermining factor for the selection of this position, however, a degree or background in a relevant field of study (education, counseling, psychology, ministry, child development, etc.) is desired
- Good organizational, teaching, administration and computer/technology skills
- Strong written and verbal communication skills

Working conditions: The Children and Youth Ministry Director position requires flexible hours, including evenings and weekends. The position is full time and salaried. The actual number of hours required during any given week are those needed to fulfill the responsibilities of the position. It is recognized that the schedule may vary at different times of the year, however; the expectation is that the director will work a minimum of 40 hours a week to include working on Sundays, as well as, other specific times that have been agreed upon with the Pastor and Congregational President.

It is expected that the chosen candidate will:

- Keep the Pastor and church office informed as to how he/she may be contacted
- Notify Pastor prior to any unforeseen absence from regularly scheduled hours, events or duties, and provide a suitable substitute in case of anticipated absence
- Adhere to hours and schedule discussed and agreed upon with the Pastor and Congregational President
- Seek approval for continuing education by Pastor and Congregational President
- Participate in opportunities for periodic review, goal setting, and pay level review
- Contact Pastor and/or Congregational President with any concerns that should arise

Terms of Employment:

- A Criminal Background check will be required. Church will reimburse the fee for the background check upon approval of the Church Council.
- References required- 2 Professional and 1 Personal
- Must have a valid Driver's License
- Starting salary \$35,000 per year or commensurate with experience

- Probationary period will be 90 days

Interested candidates: Send a letter of interest and resume addressed to:

Bible Lutheran Church
Children and Youth Director Search
ATTN: Church Council
812 Blue Jay Road
Rincon, GA 31326

Or email: bic.rincon@gmail.com
Subject Line: Children and Youth Director Search