



FIRST LUTHERAN CHURCH

Sharing Christ's Love

Director of Youth & Family Ministry

Purpose: To create, develop, and lead our programs for children and youth (birth to 12th grade) and families. This position plays a crucial role in nurturing the spiritual growth of our children (birth through 5th grade) and youth (6th through 12th grades), providing them with a safe, welcoming, and loving environment for worship, learning, and service. The Director will facilitate children's growth in faith by teaching the stories of the Bible and the traditions of the church. The Director will facilitate youth's growth in faith as they engage deeply with the stories of the Bible, Lutheran theology, and the traditions of the church, and will assist youth with discernment of their future and introduce youth to congregational leadership opportunities and the work of the larger Church. The Director will also support families in their faith journey, assisting parents and the congregation in fulfilling the promises made at baptism and fostering relationships and community among families and across generations.

This is a program staff position, up to 40 hours a week, reporting to the Pastors.

Job Duties:

1. **Program Development and Leadership:** Create, implement, and oversee engaging and age-appropriate educational programs for children from infancy through twelfth grade, including Faithtime, Vacation Bible School, Milestone Ministries, Quest, Confirmation, high school youth group, and special events. Set and manage program schedules, purchase curriculum and supplies, and coordinate transportation for programming if necessary. Work with the Pastor to determine short- and long-term goals for the ministry, and in the development of appropriate policies and procedures.
2. **Family Support:** Provide resources and support to families, helping parents to fulfill their calling as the primary spiritual leaders of their children and fostering a strong sense of community within the church.
3. **Volunteer Coordination:** Recruit, train, and manage volunteers to assist with children and youth programs and events, ensuring a safe and welcoming environment for all participants. Maintain background checks on all volunteers.
4. **Curriculum Management:** Select and adapt curriculum materials that align with the church's mission and values, ensuring that all teachings are consistent with Lutheran theology and relevant to the children's developmental stages.

Approved by Council August 18, 2025

5. **Collaboration:** Work closely with other church staff and ministry leaders to coordinate activities and ensure a cohesive approach to ministry across all age groups. Develop and maintain relationships with Staff and Council through attending weekly staff meetings, working with Pastor, the Director of Worship & Music, the Programs Meal Coordinator, the Communication Specialist, and the Parish Administrator. Maintain accurate event details on the church calendar. Submit all receipts, funding requests and budget requests to the Parish Accountant.
6. **Communication:** Maintain regular communication with parents, volunteers, and the congregation about upcoming events, program updates, and opportunities for involvement.
7. Other duties as assigned by the Pastors.

Competencies:

- **Education:** Bachelor's degree in Education, Theology, or a related field preferred, but not required.
- **Experience:** Experience in children's ministry or a related field preferred, but not required.
- **Skills:** Strong leadership, organizational, and communication skills. Ability to connect with children and families in a hospitable, caring, and friendly manner, and work collaboratively with staff, and inspire volunteers.
- **Goal oriented:** Able to meet deadlines, set and achieve goals, and evaluate programs.
- **Faith Commitment:** A deep and growing personal faith in Jesus Christ, evidenced by action, attitude, and behavior, with a commitment to the mission and values of First Lutheran Church.

Work Environment: This position requires flexibility, including some evenings and weekends, to accommodate church events and programs. The Director will report to the Pastor and work collaboratively with other church staff and volunteers. Compensation is a salary based on up to 40 hours per week. Background checks will be performed, and references will be checked. Mileage is reimbursed at the rate approved annually by the Council. Vacation time is earned according to the Personnel Policy (vacation dates must be chosen in consultation with the Pastor). Continuing education funds are available upon approval by the Council.