**Director of Youth Christian Education**

JOB/PROGRAM DESCRIPTION

Our Savior’s Lutheran Church

1111 8th St. South, Virginia, MN 55792

218.741.6207

2018 Ministry Description/Responsibilities

**Acting in love + Building Relationships + Following Jesus**

**Purpose**

The purpose of Youth Christian Education at Our Savior’s Lutheran Church is to nurture, support, and foster youth in faith formation. To lead a dynamic and comprehensive, Christ-centered ministry that encourages faith-filled intergenerational relationships, programs and activities, as well as pastoral care for youth. Provides primary leadership in developing and implementing a congregation-based ministry with youth.

**Accountability**

The Director of Youth Christian Education is supervised by the Senior Pastor; works directly with the Youth Ministry Team as well as other staff (secretary, custodian, music director, etc.) as needed in coordinating activities, events and other special needs.

The DYCE will report to the council monthly with a written report and attendance at the Council meeting, and attend weekly staff meetings and scheduled ministry team meetings.

**Qualifications**

* Loves the Lord and can express his/her faith well
* Demonstrates a mature faith in Jesus Christ and a basic understanding and agreement with Lutheran theology
* Has a passion for ministry, enthusiasm, a positive outlook, and a sense of humor
* Self-motivated, models teamwork, and is able to take constructive criticism
* Has the ability to lead, motivate and relate well with youth
* Has the ability to communicate and relate well with adults and congregational leadership
* Has the ability to lead small groups to promote faith development
* Is willing to receive coaching, outside training, and on-the-job training
* Bachelor’s Degree preferred; experience with youth required
* Has a valid driver’s license
* Demonstrates basic technology skills (programs such as Word, Excel, PP, familiar with texting, social media, etc.)
* Is able to pass a background check

**Salary**

This is a full-time position (40 hours per week) with salary (no benefits) and is based on a negotiated contract for a Non-Rostered Professional as outlined in Synod guidelines, section VI. A.

**Ministry Responsibilities**

In order to fulfill the purposes of Youth Christian Education at Our Savior’s, the following tasks are expected:

**Sunday School**

The DYCE supports the Sunday School Program and Ministry Leadership in many areas, including but not limited to:

* Developing/choosing Sunday School curriculum
* Ordering curriculum and supplies
* Developing/choosing Vacation Bible School opportunities
* Leading and/or recruiting for Special Events such as Christmas Program, Rally Sunday, Youth Sundays, etc.
* Leading weekly Sunday School activities
* Maintaining open communication with Sunday School students, parents, teachers, and leadership through meetings, phone calls, emails and appropriate social media

**Confirmation – Faith Matters**

The DYCE supports the Confirmation Program and Leadership in many areas, including but not limited to:

* Developing/choosing Confirmation Curriculum, including organizing weekly lesson plans for small and large groups, and organizing and tracking yearly requirements
* Developing Confirmation special events, including fellowship opportunities, service opportunities, retreats, banquets, and Confirmation Sunday
* Leading Confirmation activities, including teaching Confirmation lessons and leading Confirmation small groups as needed
* Maintaining open communication with Confirmation students, parents, mentors, and leadership through meetings, phone calls, emails and appropriate social media

**Faith Finders – Wednesday Afterschool Program**

The DYCE supports the Faith Finders Program and Leaders in many areas, including but not limited to:

* Recruiting, training, and providing leadership for the Faith Finders Program
* Developing/choosing Faith Finders curriculum and schedule
* Leading weekly Faith Finders activities
* Coordinating schedule, activities, transportation, leaders, meals and snacks

**Youth Group**

The DYCE nurtures the youth group by organizing events, including but not limited to:

* Weekly meetings
* Bible studies
* Summer trips, camps, and retreats
* Lock-ins and fundraisers

**Youth Ministry Team**

The DYCE stays connected to the needs of the congregation by working in collaboration with the Youth Ministry Team. This team learns about youth ministry, listens to the needs of the congregation, envisions future possibilities for this ministry, and supports the work of the Director of Youth Christian Education by encouraging broad support and participation in these programs and events by the youth, parents, and other adults.

**Mentor Youth**

Serves as Youth Mentor and confidante:

* Make regular contact with the youth who are participating members of Our Savior’s Lutheran Church programs
* Make contact with youth who are not participating members of Our Savior’s Lutheran Church programs
* Contact visitors and their families to introduce them to Our Savior’s programs
* Is a safe, emotional resource for all youth as needed or requested by the Pastor
* Establish and maintain relationships with families that have children and youth participating in any of the programs at Our Savior’s

**Special Events & Fundraising**

The DYCE develops and coordinates special events which create opportunities to nurture faith relationships among youth, congregations, and the community.

* These events should be planned in response to needs and participation of the community
* Preparation for these events includes recognizing spiritual gifts in others and developing appropriate leadership opportunities for them
* The DYCE Supports the youth in fundraising activities with the purpose of ensuring special events are affordable to attend

**Hours**

**Office Hours**:

* The DYCE attends staff, committee, and council meetings, as well as any other

 administration duties as defined in the job description, or delegated by the Senior Pastor

* Spends time creating publicity regarding special events and ministries. Publicity includes invitations, bulletin inserts/announcements, newsletter articles, posters, flyers, emails, phone calls, social media, church website, narthex TV slide show.

**Contact Hours:**

Create, sustain, and deepen relationships with youth through time spent making direct and continued contact by phone calls, emails, personal visits, and attendance at community events, such as sports, school plays, concerts, etc.

**Resources and References**

The DYCE provides information to the community about important issues impacting youth. These resources should be provided in response to the needs and participation of the community.

* Resources can be made available in print, online, and in person as the Director of Youth Christian Education provides referrals to appropriately trained professionals to resolve certain issues
* The DYCE will use appropriate adult leaders (chaperones) at all youth events. Recommendations to include one adult for every seven youth, at least one male and one female adult, and adults that are at least 21 years old.
* The DYCE will ensure that adult leaders have background checks completed.