

JOB DESCRIPTION

St. John's Lutheran Church, 1804 Highland Ave. Eau Claire, WI 54701

POSITION: Director of Youth Education

Supervision: Senior Pastor

Position Purpose:

To direct and lead the education program for youth ages preschool through confirmation. To work in conjunction with high school and adult education programs where appropriate. The position shall seek to foster Christian relationships, commitment to the church and growth in faith in Jesus Christ.

Responsibilities: Subject to review and adjustment in conjunction with the Senior Pastor, Faith Family Ministry (FFM) and Congregational Council (when appropriate), the following constitute the major responsibilities of the Director of Youth Education.

Youth Education The Director of Youth Education will provide leadership for and function as the primary staff person relating to the FFM. He/she will also be responsible for the administration of FFM programs (**with the exception of the St. John's Christian Preschool**). Responsibilities include but are not limited to:

1. The continued development and maintenance of educational faith building activities and programs in Sunday School, Vacation Bible School and any other youth educational events for children from birth through confirmation.
2. Coordinate the recruitment, support, training and recognition of all volunteers needed to staff the Sunday School program, Vacation Bible School, and any other youth educational opportunities in conjunction with the FFM.
3. Schedule and coordinate special learning and fellowship opportunities for all ages (e.g. Kindergarten Bibles, Third Grade Bibles, First Communion classes, Advent Event, Christmas Program, Fun Fest Sunday School picnic, classroom activities/services projects, etc.).
4. Assist in the selection of appropriate curriculum by FFM which adheres to Lutheran teachings and traditions.
5. Work with the FFM in preparation of an annual budget.
6. Provide leadership in the review of all facets of youth education programs in cooperation with the FFM and supervising pastor.

General Responsibilities:

1. Attend weekly staff meetings, FFM monthly meetings, Church Council meetings (when presence is requested) and other meetings where presence is requested for input from the Director of Youth Education.
2. Meet with supervising pastor as needed at a time mutually agreed upon. Participate in an annual evaluation with the FFM and supervising pastor.
3. Coordinate the educational program with other ministries of the congregation in conjunction with the FFM and supervising pastor.
4. Be in contact with office staff and provide a timely and accurate schedule of youth education events. Keep the congregation informed by coordinating the publicity for youth education events through the appropriate vehicles provided by the church. (e.g. monthly newsletter, special

mailings, posters, bulletin announcements, pamphlets, fliers, Web page, etc.). Provide monthly reports for the Church Council and a year end report for the congregation.

5. Manage the disbursement of budgeted funds for curriculum, supplies, etc. within the guidelines of the approved budget and in adherence to church purchasing policies.
6. Maintain adequate teaching/learning resources and supplies. Arrange for adequate facilities for classes.
7. Provide for the keeping of administrative records (requested by the Faith Family Ministry, Congregational Council or supervising pastor) needed to provide the Faith Family Ministry and Congregational Council information needed for future planning. (These records would include but not be limited to; Sunday School attendance, files of retreats, trips, fundraisers, and review of curriculum and program activities, updated class records).
8. Actively encourage children and youth to participate in worship, youth activities, music, and educational activities of the church. Encourage participation in citywide and synodical events.
9. Refer prospective families for membership and unusual circumstances where followup is desirable to the supervising pastor.

Qualifications: Since the Director of Youth Education plays a major role in the faith development of the children of the church, as a leader and trainer in contact with the children and their families within the structure of the congregation, St. John's seeks a professional leader who has a solid understanding of the foundations of the Christian faith, Lutheran Tradition and Christian Education. A person who generates new ideas and programs, and is a resource for the congregation. Therefore the following qualifications are desirable:

1. A degree in the field of education and/or significant experience working with youth.
2. Ability to work well with youth and adults.
3. High organizational skills.
4. Understanding of and commitment to Christian Education.
5. Agrees to background check (if requested).

Working Conditions

The position of Director of Youth Education requires great flexibility in hours available for work, including evenings and weekends. While the position is considered parttime and remuneration is based upon 20 hr./week for 46 weeks per year, the number of hours required are those needed to fulfill the responsibilities of the position. Furthermore, it is recognized that the schedule may vary at different times of the year. Therefore, the Director of Youth Education shall:

1. Keep the church office informed as to how/where the Director can be contacted.
2. Be on site a minimum of 45 minutes before and 30 minutes after Sunday. School.
3. Notify the supervising pastor prior to all absences and provide a suitable substitute in the case of anticipated absence.

4. Check with the church office regularly for messages, mail, etc.

Office space, a desk, telephone, computer, email, voice mail, internet access, duplicating services and secretarial support is provided by the congregation for work related to the position.

Continuing education is subject to the approval of the supervising pastor. Adherence to all policies listed in the Lay Staff handbook as they relate to part time lay employees of St. John's Lutheran Church is required.

Congregational Support

St. John's Lutheran Church values its brothers and sisters who have received a call to work in areas of ministry such as Christian education. We therefore on our part will:

1. Encourage and pray for you as one in leadership in our congregation.
2. Give you a salary based on 20 hrs/week for 46 weeks/year at \$15.00/hr.
3. Encourage your continued growth by appropriating \$250.00/year for continuing education (particular events to be approved by the supervising pastor).
4. Provide you with paid time off in accord with the Lay Staff handbook.
5. Release you from responsibilities listed above for six (6) weeks per year to be determined in conjunction with the FFM and supervising pastor.
6. Review the terms of your employment on an annual basis.

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