

Director of Youth Ministry and Christian Education

Summary Job Description

Advent Lutheran Church

Charlotte, North Carolina

The Director of Youth Ministry and Christian Education at Advent Lutheran Church should be a person whose commitment to Christ and the Church is evidenced in daily living and work. In addition s/he should be trained in and committed to the Christian Church.

This staff person will work with and enable those who are responsible for Christian Education and Youth Ministry in the congregation. The Youth Ministry and Christian Education Boards are responsible for the youth and learning ministries through their efforts and the enlistment of numerous members of the congregation. The staff person's role will be to oversee, coordinate, support, provide resources, train, and enable those involved in Advent's learning and youth ministries.

In Youth Ministry, the purpose of this Director is to encourage youth participation in the total ministry of the church: worship, learning, witness, service, and support and thereby to enable them to grow and develop to assume meaningful responsibilities in the congregation, the community, and the world.

In Christian Education, the purpose of this Director is to expand the variety of educational offerings so that people of all ages have multiple opportunities for study and learning. The quality of the congregation's educational ministry should improve through more intense and intentional recruitment, training and support of teachers and leaders, more thorough identification of people's needs, and the initiation of additional programs.

This will be a full-time position requiring a minimum of 40 hours a week. Sundays would not be considered a day off due to the person's attendance at church events. This is a professional position and therefore a primary vocation.

QUALIFICATIONS

1. Christian commitment obvious in life and work.
2. An active member of a Christian church; basic understanding of Lutheran theology, or willingness to learn and be committed to teaching it.
3. Ability to work in team ministry with other staff and members of the congregation.
4. Experienced in Christian Education and/or Youth Ministry at the congregational level, and preferred at the Synod level as well.
5. Possess strong skills in organization, group process, and leadership.
6. Willingness to participate in continuing education opportunities.
7. Ability to relate well and develop rapport with both youth and adults, and enjoy doing so.
8. Ability to plan, organize, lead, and implement activities, and to delegate responsibilities.
9. Ability to motivate, bring energy, enthusiasm, initiative, and creativity to youth and learning ministries.

10. Ability to use computer to perform basic word processing; desktop publishing desirable.
11. Educational background: College degree, preferably with the following emphases: Education, Christian Education and Youth Ministry, Bible, Religion. Associate in Ministry Training, or comparable training and experience desirable.

ACCOUNTABILITY

The Director for Youth Ministry and Christian Education shall be an employee of the Advent Lutheran Church and shall:

- ☒ Submit a written report annually to the congregation
- ☒ Relate directly to the Youth Ministry Board and the Christian Education Board
- ☒ Report quarterly to the Congregation Council
- ☒ Be supervised by the Associate Pastor
- ☒ Meet weekly with the staff

SALARY AND BENEFITS

The beginning salary will be \$ per year, including the following benefits:

Health Insurance

Pension (10%)

Continuing Education – Up to 1 week per year as approved by the Associate Pastor;

Continuing Education time will not accumulate from year to year

Auto Expenses for work-related activities @ rate allowed by IRS

Continuing Education and Travel Expenses (including auto) are limited to \$ per year; non-accumulating

Books/resources (as budgeted by the Boards)

Vacation – 2 weeks annually

DURATION and REVIEW

This shall be an indefinite call.

There will be an annual review based on the goals and expectations of this position.

There will be a performance review 90 days after employment begins.

This call may be terminated by either party upon thirty (30) days' written notice to the Congregation Council. If termination of this position is initiated by the congregation within the first year of employment, the congregation will give the staff person 30 days' compensation.

TO APPLY:

Send Letter of Application, Resume, Copy of College Transcript, and names and addresses, phone numbers for three references. Written references and other examples of work are optional with initial application. **Initial screening of applicants will begin (date) and all candidates are encouraged to apply by then to receive full consideration.**

Send Application to: Director of Youth Ministry and Christian Education Search
Name and Address of Church

For More Information

and Job Description: Contact (Name) Administrative Assistant

Phone:

E-mail:

3/19/97

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