

First Evangelical Lutheran Church (FELC)
Job Description: Youth and Family Minister

REPORTS TO: Directly to the Senior Pastor, secondarily to the FELC church council

EMPLOYMENT STATUS: Full Time Exempt Employee

PRIMARY FUNCTION: Provide an integrated Christian-centered program for children, youth and their parents/guardians at FELC.

MINIMUM QUALIFICATIONS:

- Must be over 21 years of age and pass required background checks.
- Must have a high school degree. Education beyond high school is preferable. Courses or degrees that apply to leading Christian youth groups will get favorable consideration when determining compensation levels.
- Must have a strong Christian faith life: participate regularly in Christian Worship, lead a lifestyle consistent with biblical principles, with a willingness to share their Christian faith in words and deeds.
- Must be committed to creating a safe and inclusive environment for all participants.
- Must be able to work flexible hours, including evenings and weekends, to accommodate youth ministry activities and events.
- Prefer a candidate who possesses and demonstrates excellent interpersonal, organizational, and communication skills, with the ability to connect with youth from diverse backgrounds.
- Prefer a candidate with prior experience working with youth in a church or ministry setting.
- Prefer a candidate who demonstrates leadership ability and a passion for empowering youth to grow in their faith and leadership skills.

DUTIES:

The duties of this position include, but are not limited to the following:

- In coordination with the Family Ministry Team (**FMT**), and Christian Education Ministry Team (**CEMT**), maintain a “two-deep” leadership policy in all levels of working with youth and children.

NURSERY:

- In coordination with the FMT, facilitate the staffing (volunteers or paid staff) of the nursery for church events, including but not limited to Sunday School Hour, Worship Services, and Fellowship events.
- In coordination with the FMT, oversee the maintenance and upkeep of the nursery.

PRESCHOOL:

- Coordinate chapel times with Preschool Director.
- Provide chapel time instruction for Preschool classes.
- Facilitate communication of FELC ministries to the First Lutheran Church Preschool community.

ELEMENTARY:

- In coordination with the CEMT, facilitate the Christian content, supervision, and offerings of our Sunday School program.
- Provide regular “Openings” for Sunday School.
- In coordination with the CEMT, provide spiritual enrichment opportunities for our elementary age youth. These opportunities could include 3rd grade Bible presentation, 1st communion training, Summer Day Camp, Vacation Bible School and other age-appropriate events.

JUNIOR HIGH:

- Coordinate with the Senior Pastor and FMT the planning of the Confirmation program.
- Oversee and lead the Junior High Confirmation Program.
- Oversee/Lead/Facilitate Junior High Sunday School classes.

SENIOR HIGH:

- In coordination with the FMT, plan, oversee and/or lead the Sr. High Sunday School class.
- In coordination with the FMT, plan, oversee, and lead the Sr. High Youth Events.
- Provide a minimum of two youth events each month that focus on nurturing Christian faith, building Christian friendships, and serving others in Christ’s name.

COMMUNICATION

- Make personal contacts with youth and their families weekly through texting, phone calls, and emails. These contacts include:
 - Informing and inviting youth and families to events/programs
 - Recruiting youth and families in support of the youth events/programs
 - Attending school events in which our youth participate.
- Provide timely youth news articles for websites, monthly newsletters, and weekly bulletin.
- Communicate with staff and council regarding youth and family ministry.
- Attend FELC staff meetings.
- Assist committee chairpersons (FMT and CEMT) in the preparation of budgets for the upcoming year.

Signatures and Dates