

HOLY CROSS LUTHERAN CHURCH
Director of Youth and Family Ministry
September 13, 2017

Holy Cross Lutheran Church (ELCA), Wheat Ridge, CO 303.423.5654
Mission Statement: "To Know Christ and Share God's Love"

I. General Description and Purpose

This position is a professional part-time staff position. The role of the Director of Youth and Family is to encourage, inspire and nurture young people, their families, and other members of the congregation in the Christian faith. This individual should equip parents, mentors, and others with the skills and opportunities to serve in the filth development of youth from 6th – 12th grade. The candidate is expected to have a collegial approach with other staff to ensure an effective, vibrant ministry at Holy Cross.

II. Qualifications

- * Sense of call to ministry in a Lutheran context;
- * Experience with working with youth and adults;
- * Excellent written and oral communication skills;
- * A bachelor degree (or in progress)
- * Willingness to actively support the mission and vision of Holy Cross.
- * Ability to identify issues, open to guidance, and maintain good boundaries and confidentiality;
- * Successful completion of criminal background check and Safe Haven Training.

III. Responsibilities

- * Oversee Middle School through High School Sunday School;
- * Lead Youth Events that extend beyond Sunday School (weekly, monthly, annually)
- * In conjunction with the Council, write an annual report to the congregation of the activities of the youth and family programs at Holy Cross.
- * Attends all regularly scheduled meetings including: regularly scheduled staff meetings with the pastor(s) and any other meetings deemed necessary by the Pastor(s) or Holy Cross congregation leaders
- * Nurture parents or guardians in family faith formation;
- * Provide regular verbal and/or written communication to parents and family through social media, newsletter, connect with visitors and new members with family and youth.
- * Works with the church office to ensure appropriate communication and scheduling of youth and family activities.
- * Connect youth with worship including children's sermon approximately once a month;
- * Coordinate retreats with other churches, Synod and National ELCA;
- * Maintain a Youth Program budget which will include fundraising;
- * Recruit, develop and encourage volunteers and parents to provide youth activities and faith building;
- * Maintain professional competency through practice and attending seminars/ workshops.

Accountability

- * Report to the Director of Ministry and Mission, and Congregation Council.
- * Annual performance review conducted by Personnel Committee and/or Council Executive Committee; the first to be scheduled three months after the date of signing below.

IV. Salary and Benefits

- * The Director of Youth and Family Ministry is a part time salaried position, approximately 20 hours a week.
- * The Director of Youth and Family is a yearly salary spread over a twelve-month period, and is paid in 24 equal semi-monthly pay periods.