

**Director of Youth and Family Ministries**  
Bethlehem Lutheran Church, Pemberville, Ohio  
June 15, 2017

***Work with us to nurture youth and families to grow as fully-engaged disciples of Jesus Christ.***

**Description**

Bethlehem Lutheran Church in Pemberville, Ohio is seeking a director of youth and family ministries to help us live into our mission: *Transformed by the crucified and risen Jesus, we are a loving community of disciples making disciples.*

Ideal candidates are passionate about Jesus, love working with families and middle- and high-school age youth, and enjoy working as part of a team.

**Start Date**

- This position may begin as early as mid-August 2017.
- The search process will remain open until the position is filled.

**Salary**

- Salary is negotiable, commensurate with skills and experience

**Hours**

- Part-time

**Application Process**

Interested candidates should send the following materials (as a single attached document, PDF preferred) via email to Pastor Matt Musteric: [pastormusteric@gmail.com](mailto:pastormusteric@gmail.com).

1. A cover letter of application, stating particular interests, gifts and qualifications for this position.
2. A resume with at least three references.
3. Project: If you could build youth and family ministry from the ground up, what things would be important to you? (300 – 500 words)

**After the initial selection process, candidates will be contacted for a round of interviews.**

## **Director of Youth and Family Ministries**

### **Job Description**

Bethlehem Lutheran Church, Pemberville, Ohio

June 15, 2017

#### **A. Purpose**

The purpose of the Director of Youth and Family Ministries is to nurture and support youth and families in their faith development to encourage their growth as disciples of Jesus.

The Director of Youth and Family Ministries serves on a team in creative collaboration with the pastor, staff, lay leaders, parents, youth, and other ministry teams to develop patterns and processes that encourage faith-nurturing relationships among youth, family, extended family, and intergenerationally among the people of this congregation, with the goal of helping all grow as disciples of Jesus.

#### **B. Qualifications**

1. Strives in word and deed to be a worthy example of Christian living
  - Regularly read and meditate on Scripture and pray daily
  - Be active in a Christian congregation
  - Take time to be still and know God
  - Balance work, relaxation, and family
  - Network with other leaders
  - Be committed to professional continuing education opportunities and spiritual formation
2. Demonstrates a basic understanding and agreement with Lutheran theology
3. Works well on a team
  - Has a passion for ministry, enthusiasm, a positive outlook, and a sense of humor
  - Is self-motivated, models teamwork, and is able to receive constructive criticism
4. Communication
  - Takes initiative to lead and encourage others
  - Brings energy and creativity
  - Relates and communicates well with youth, adults and congregation leaders
5. Faith Development
  - Is able to to lead small groups to promote faith development
  - Is willing to receive coaching, outside training, and on-the-job training / mentoring
6. Training / Education
  - Associates Degree or higher preferred or
  - Years of training and experience working with and leading youth
  - Good oral, written and computer skills
  - Skilled in use of social media
7. Interpersonal
  - Honest, trustworthy, and able to keep confidences

- Strong interpersonal skills

#### 8. Other

- 21 years of age or older
- Valid Ohio Driver's License
- Background check

### **C. Responsibilities**

Primary areas of responsibility:

- Working with middle school age youth (grades 6 – 8) and high school age youth (grades 9 – 12)
- Working with families in the congregation to equip parents and develop connections with families in our preschool and extended care ministries.

#### 1. Youth (Middle School and High School)

- Develop, lead and provide guidance for the congregation's youth ministries
- Recruit an adult mentorship team. Provide regular team training and support.
- Work with lay leaders to recruit, develop and encourage volunteers and parents to provide fellowship and faith-building activities.
- Make initial contact with new and current youth and ongoing contact thereafter.
- Lead and develop Bible studies for faith formation and growth in discipleship
- Plan and publish an annual youth schedule of events and activities
- Create social opportunities for youth to get to know one another.
- Provide leadership to integration of the youth into worship and other ministries of the congregation, with other local churches, and at ELCA events.
- Publicize and promote the youth ministry (including but not limited to weekly notices of activities for the church bulletin, monthly activity updates for the church newsletter, on the church website and / or via social media).
- Assess effectiveness of youth and family programs and provide recommendations for improvement.

#### 2. Families (Equipping parents and connecting with Extended care families)

- Seek out or develop resources and opportunities to equip parents in the discipleship / formation of their children.
- Make initial contact with families in our preschool and extended care ministries.
- Develop spaces and opportunities for engagement with families in our preschool and extended care ministries.

#### 3. Youth and Families

- Initiate, develop and maintain a personal relationship with the youth and their families.
- Regularly participate in weekly worship and fellowship at Bethlehem Lutheran Church and encourage youth and families to do the same.
- Coordinate and attend events to foster and build intergenerational fellowship

- Regularly evaluate ministries by listening to the changing needs and challenges of youth and families.

### **Accountability**

The Director of Youth and Family Ministries is supervised by the pastor and personnel committee in a collaborative and mutually accountable manner.

### **Position Requirements**

- Pass a background check
- Participation in continued education opportunities related to position
- Work schedule includes weekend and some evening hours (Sundays would not be considered a day off due to participation in church events.)
- Occasional travel

## Director of Youth and Family Ministries

### Key Results Areas

Bethlehem Lutheran Church, Pemberville, Ohio

June 15, 2017

(reviewed and updated annually)

**We encourage creativity and welcome new ideas when it comes to the process of making disciples with our youth and families.**

1. Plan regular gathering times (at least biweekly) for youth
  - Choose regular gathering day / time
  - Lead family intergenerational events once quarterly
2. Worship
  - Lead children's message once a month
  - Plan youth worship service at least once a year
3. Christian Education
  - Participate in Vacation Bible School
  - Assist with teaching catechism classes
4. Other
  - Work with leaders to develop a Youth Ministry Support Team to aid in support, ideas, fund raising, and volunteer recruitment
  - Develop and use social media presence
  - Participate in youth gatherings
  - Participate in Synod youth events
  - Attend, as available, monthly meetings with local clergy and youth workers
  - Connect with families and youth of preschool and extended care
5. Accountability
  - Weekly staff check-in meetings with in-house staff
  - Weekly sharing of schedule via email with staff
  - Monthly staff meetings
  - Monthly written report for congregation council
  - Attend and provide report for annual meeting
6. Continuing Education and Training
  - Become familiar with the model developed in Sustainable Youth Ministry by Mark DeVries, (see especially chapters 9, 10 and p. 144)
  - Utilize a youth ministry model that emphasizes “**connecting, growing and going**” as disciples of Jesus