



FAITH LUTHERAN CHURCH

Inclusive Grace. Contagious Love.

JOB TITLE: Faith Formation Ministry
Children & Family Ministry
Youth & Family Ministry

EFFECTIVE DATE: September 15, 2016

FLSA STATUS: Non-Exempt

POSITION REPORTS TO: Senior Pastor

MINISTRY COMMITTEE SUPPORT: Faith Formation

OBJECTIVE:

To nurture the faith formation of children, youth and family as they Learn, Serve and Share the Gospel at Faith Evangelical Lutheran Church. The Ministry is developed to attract and welcome all ages to be active and engage at FELC. Each Ministry will work independently and in conjunction to ensure that our mission, vision for the congregation is fulfilled.

HOURS: Full Time (40+ hrs./week); variable hours depending upon church calendar and schedule

SUPERVISORY FUNCTIONS:

None.

ESSENTIAL FUNCTIONS OF THE JOB:

- Equip, enable and encourage FELC children, youth & family members to discover, develop and use their gifts, talents and experience and passion as members of FELC.
- Provide leadership for the Faith Formation Ministry Area, including vision, direction and in collaboration with the Pastors, staff and Ministry liaison to Church Council.
- Develop and nurture advisory committee for Children/Family and Youth/Family to be used to help foster and develop programming to remain current and relevant to the church needs.
- Develop an annual activities calendar that allows for engagement in all aspects of our congregation and community at large.
- Coordinate monthly special activities with at least one service opportunity per quarter.
- Participate in weekly worship services (weekday or weekend); finding meaningful ways to engage in relational ministry with youth before and after services.
- Regularly attend extracurricular activities involving our children and youth.

- Commit to spending time building relationships with children/youth outside of regular program times.
- Communicate timely and effectively with all involved in programming/ministry (Child, Youth, Family and Staff).
- Participate in a team approach to Programming with Pastor(s) and other Ministries. Create a collaborative atmosphere.
- Identify strategies and coordinate outreach to recruit and engage youth not currently attending or participating in youth ministry offerings.
- Recruit, train and encourage a variety of adult volunteer leaders to participate in children and youth programming.
- Coordinate fellowship, worship, Bible Study and prayer activities for students.
- Plan Confirmation Retreats and/or Sunday School programming in coordination with the Pastors
- Coordinate a variety of summer ministry opportunities (mission trips, day trips, on-site events, etc.) to keep all youth involved.
- Provide a variety of periodic parenting, skill learning opportunities.
- Support Church Administrator in monitoring, collecting and ensuring all fees/charges for programming are received prior to participation.
- Seek pre-approval for all hours worked over 40 in any given work week.

REQUIRED KNOWLEDGE, SKILLS & ABILITY:

- Good communications skills in English, both written and verbal. Demonstrated ability to communicate effectively and efficiently, both orally and in writing to congregational members, staff and general public.
- Ability to multi-task and work well in a fast-paced environment.
- Positive, approachable attitude.
- Possession of effective problem solving and analytical skills.
- Ability to establish and achieve priorities in daily responsibilities.
- Demonstrated ability to establish and maintain positive and effective relationships with other employees and other community members.
- Ability to perform essential functions of the position during office hours, committee meetings and church services/events.
- Practices a strong work ethic.
- Possesses qualities such as productivity, dependability, resourcefulness, efficiency and professionalism.
- Strong time management skills.
- Ability to work independently and manage assigned projects without direct supervision.
- Ability to handle and effectively resolve problems.
- Ability to work with frequent interruptions.

EQUIPMENT/JOB LOCATION:

Works primarily from an office in the Church. Equipment used includes but is not limited to personal computer, printer, dictaphone, fax, calculator, postage meter and copy machines.

PHYSICAL DEMANDS:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made.

- Sit for extended periods of time.
- To possess hand and arm (or equivalent) dexterity adequate to allow for use of keyboard and phones.
- To talk and hear with enough proficiency to allow for communicating with Congregational Members, staff, Council and community members by phone or in person.
- Minimal noise level.

QUALIFICATIONS:

- Post-secondary degree or technical school.
- 3+ years of related work experience with volunteers/volunteering.

The examples given above are intended only as illustrations of various types of work performed and not necessarily all inclusive. This job description is subject to change as the needs of the Church and requirements of the position change. Faith Evangelical Lutheran Church reserves the right to change and/or edit any and all of the job duties as necessary.

NON-DISCRIMINATION POLICY:

Faith Evangelical Lutheran Church will not discriminate against or harass any employee or applicant for employment because of race, color, creed, religion, national origin, sex, disability, age, marital status, familial status, sexual orientation, or status with regard to public assistance.