

# Pilgrim Lutheran Church

## Job Description

Job Title: Director of Family and Youth Ministries (DFYM)  
Classification: Exempt – Full Time  
Responsible to: Pastor

### Position Summary:

Director of Family and Youth Ministries serves as a member of the church staff. Working with the Pastor, this position is in a leadership role responsible for conveying the Church's message and carrying out its mission. This position is responsible for developing and directing a Family and Youth Ministry that will facilitate faith formation and growth in our families and youth.

### Responsibilities:

- Develop, direct, and administrate the Family and Youth Ministries of the congregation.
- Integrate the vision and mission of the congregation in Family and Youth Ministry.
- Recruit and train parents, mentors, and other adults, as well as youth to share in leadership in Family and Youth Ministry, and in the whole Church.
- Oversee and lead Sunday school for Confirmation, Jr. and Sr. High ages, teaching the faith to our youth.
- Oversee and lead Wednesday night activities.
- Participate in the preaching and teaching ministry of the church, to deepen the connection with families and youth of the congregation.
- Develop appropriate relationships with youth within and outside the congregation.
- Maintain contact with youth and families who regularly participate in activities, as well as youth and families who are not participating members, via email, text messaging, phone calls and mail.
- Help plan, promote and implement quarterly intergenerational family activities; e.g. harvest party, chili cook-off.
- Help plan, promote and implement programming that develops healthy, positive relationships among youth (grades 6-12) at least six times a year; e.g. all-nighter, Creation trip, mission trip, ELCA Youth Gatherings, community service, local outings.
- Design and implement fundraising for major youth activities as necessary.
- Develop, distribute and maintain youth calendar.
- Help plan, promote and implement Aqua Viva (grades 3-5) events six times a year; e.g. movie nights, bowling, putt-putt golfing, gingerbread houses.
- Assist in coordinating and leading Vacation Bible School.
- Work with the Pastor and other staff to encourage and facilitate healthy faith practices in families to include but not limited to:
  - Bible Study and discussion
  - Caring conversation (includes faith-talk)
  - Conveying love and respect for all people, including those in the family and the congregation
  - Devotions in the home

- Family Service (to one another, the congregation and in the world/community)
- Healthy faith-based rituals and traditions in the home

Requirements:

- Have an understanding of faith formation and develop programs accordingly.
- Demonstrate a high level of trust; always respect and protect confidentiality of church, congregation and staff information.
- Able to interact well with people in a positive, sensitive and respectful way and create an environment that is inviting to staff, congregation and visitors.
- Strong organizational skills; able to effectively use available time to plan, prioritize and complete work in a timely manner.
- Effective verbal and written communication skills; able to organize and present information and offer suggestions and new ideas.
- Dependable and able to manage time; be punctual about scheduled work hours; be a self-starter, work independently with limited supervision and focus on responsibilities in a distracting environment.
- Knowledge of and ability to operate basic office equipment and computer programs and willingness to learn new skills appropriate to responsibilities.
- Willing to take on new responsibilities, adjust to changes in job, methods, personnel and surroundings.
- Exhibit professionalism by appearance, work ethic and accountability.
- Maintain a knowledge of church constitution, policies, procedures and programs.
- Willing to adhere to church policies including, but not limited to, sick leave, vacation, notice of absence and expense receipts.
- Attend weekly staff meetings.
- Able to lift and move items weighing 15 pounds.