



Holy Spirit Lutheran Church Position Description for Director of Christian Ed. & Youth

To apply, email your Resume to: hslcpersonnel@holyspiritlc.net

Function: to provide guidance and direction to Christian Education (particularly children's ministry & youth) and to direct and lead youth programming for Middle School and High School age youth.

Job Classification: Part-time; salaried; average of 25 hours per week with flexibility to serve more or less as the calendar flows (ex: more during VBS)

Requirements: Familiarity with ELCA Theology, experience teaching and leading Children & Youth programming, Resides locally

Accountability: Accountable to the pastor as Head of Staff

Primary Responsibility: to resource and oversee all areas of Christian Education and Youth ministries, continuing to seek innovative ways to support and enhance faith formation at Holy Spirit Lutheran Church by:

- researching and selecting age and context appropriate curriculum
- recruiting and scheduling volunteers and teachers for Children and Youth ministries; seeking to match volunteers' spiritual gifts and passions with our congregation's real needs
- training, equipping, and supporting teachers/volunteers
- creating engaging environments to visually enhance Christian education opportunities
- teaching bible study (as appropriate)
- ensure classrooms are set up for Sunday School classes
- taking the lead on planning and organizing Children's ministry large events (ex. VBS, Rally Day, Trunk or Treat, Advent Festival, Cocoa & Chaos Easter Egg hunt, or equivalent programs)
- supporting and equipping families by providing parents with tools to live out their faith at home
- seeking to develop family ministry events
- providing leadership for Middle & High School youth
- co-lead middle school Confirmation classes on Sunday evenings
- planning and implement activities (monthly Sept-May) for youth (including CHARGE & NYG)
- coordinating fundraising opportunities for youth and children ministries
- seeking opportunities to engage our youth and children in worship, stewardship and mission (including Family Christmas Eve service, Backpack blessings, etc.)
- providing effective lines of communication to educate and inform our congregation and community about our vibrant Christian Education ministry opportunities
- managing expenditures
- lead children's messages and participate in worship leadership as requested.
- conduct background checks for children's ministry volunteers
- oversee & resource "Little Lutheran Library" and seasonal devotionals

Other Responsibilities:

- overseeing nursery and supervising nursery attendant
- collaborate, working as a team-player, with staff and volunteers
- perform other related duties as requested by the pastor

Vacation: three weeks annually including 3 Sundays

Cont. Ed. Leave: one week annually; more time may be requested with Council approval.