

Position Description

Sunday School and Youth Director

Title: Sunday School and Youth Director

Reports to: Pastor (Reports weekly written progress)

Description: The Sunday School and Youth Director is responsible for leadership, coordination, training and support to provide spiritual care and education opportunities that share Jesus' love and story with children through grade six and confirmed youth in high school, recruiting and involving parents and the congregation in the ministry, and coordinating with others to provide effective programming and scheduling.

Definition: *Active Work Year* - 1 January through 31 May and 1 September through 31 December, plus one week in June, July, or August of each year for Vacation Bible School, or approximately 40 weeks per year.

Ministry Responsibilities:

Administrative and collaborative efforts to engage the children and youth ministries programs that will create a lasting impact:

Coordinate all aspects of Peace Lutheran's Church School Program:

Church Sunday School, Christmas Program, and Vacation Bible School

- Purchase materials for lessons and programs.
- Teach/Supervise Sunday School on Sundays
- Coordinate the teaching of music for Sunday School
- Recruit and organize volunteers and substitute leaders as needed,
 - maintain a contact list of small-group leaders;
 - contact volunteers for each class/program and
 - maintain volunteer sign-up sheets.
- Provide adequate and frequent communications to church school families and volunteers.
- Create informational handouts.
- Place lessons and other pertinent information out on the church Facebook page.
- Make copies of lessons and other documents as needed.

Coordinate all aspects of Peace Lutheran's Youth Program:

Luther League, Confirmation Class

- Purchase materials for lessons and programs.
- Plan lessons and events for youth activities.
- Plan and organize fund-raising for Youth Program.
- Encourage Peace Lutheran youth to attend the ELCA Youth Gathering and the Western North Dakota LYO (Lutheran Youth Organization) Gathering.
- Provide adequate and frequent communications to youth and volunteers.
- Create informational handouts.
- Assist with Confirmation Class.

Other duties as assigned (phone calls, childcare for meetings, assisting Pastor, etc.)

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Ministry Specifications

Education/Experience:

- *Education background preferred
- *Strong leadership skills
- *Strong organizational skills
- *Flexibility
- *Creative
- *Strong communication skills

Specific gifts required for this ministry:

- *A heart and desire to share Jesus' love and story with children
- *A grace-centered appreciation of the Bible and Lutheran theology

Working Conditions: Part-time – estimated 15 hours/week – 9 month position – with June, July, and August off - plus Vacation Bible School (typically around the last week of July/the first week of August), and possible attendance to the ELCA Youth Gathering on years it is scheduled. No benefits. (Possibility of the position adapting into greater or lesser responsibilities as our ministry needs change)