

Position Description

Director of Children, Youth and Family Ministry

Mount Olive Lutheran Church

Reports to the Senior Pastor

The Director of Children, Youth and Family (CYF) Ministry serves to develop and administer ministries for youth and families in conjunction with Mount Olive's mission and strategic plan. This position is responsible for planning, communicating, and administering ministries offered for children, youth, and their families.

Primary Program Responsibilities

- Sunday School ministry (manage curriculum, recruit, and support Sunday School teachers, etc.)
- Sunday School Christmas program (collaborating with the Director of Music, Worship & Arts)
- Plan, organize and communicate family events and faith formation opportunities
- Confirmation ministry (collaborating with other program staff)
- High School youth opportunities
- Summer trips (ELCA National Youth Gathering, mission or adventure trips)
- Outdoor ministry opportunities (e.g. Good Earth Village, family camping weekend)
- Oversight of and programs required for Mt. Olive's Safe Child Policy
- Recruit, equip, enable, and support volunteers for leadership in CYF ministry
- Oversee recruitment of acolytes and youth serving in worship
- Family service opportunities (collaborating with Director of Missions and Social Outreach)

Scope of Position

- Ensure that the Children, Youth and Family (CYF) Ministry is consistent with and effectively carrying out the vision set forth by the council and pastoral staff – Mount Olive is a Reconciling in Christ Community fully celebrating LGBTQIA+ persons
- Collaborate with other staff members to coordinate ongoing CYF programs and faith development opportunities
- Review, evaluate and select preschool through high school Christian education materials consistent with Mt. Olive's vision and theology
- Maintain CYF communications with congregation through print, email, social media, etc.
- Identify and maintain ministry area's budgetary needs
- Coordinate youth activity fundraising
- Responsible for annual calendar of CYF events in consultation with pastors and staff

Knowledge and Skills Required

- BA/BS desirable in Children, Youth and Family Ministry; Youth and Family Ministry; Education; or equivalent
- Organizational/Administrative skills
- Strong interpersonal/relational skills with all ages
- Ability to support and manage volunteers
- Experience working with young people
- Ability to work as a team player with pastors, church staff and committees
- Familiar with ELCA theology and practices
- Proficient with Microsoft applications and willing to work with church data base

General Standards:

- Supports and communicates the mission and vision of Mount Olive
- Able to work well independently while also functioning as part of a team
- Organized, responsible, dependable
- Meets deadlines in a timely matter
- Serves as staff for the whole congregation while attending to specific ministry areas and is available to the community on Sunday mornings as needed
- Responsible for keeping confidentiality and is honest and adheres to the highest standards of conduct
- A person of faith who models the Christian life through word and action
- Is intentional about self-care and family time in their weekly schedule

Willingness Factors:

- Willing to take risks, to pilot, to experiment, and to be flexible
- Willing to advocate for social justice and the marginalized
- Willing to be a team player, to network, to support, to encourage others, and to ask for help
- Willing to delegate and equip
- Willing to relate to people of all ages
- Willing to share your own faith experiences