



Role Description

Role Title: Youth and Family Director	Location: Mill Creek, WA
FLSA Status: Exempt	Reports to: Lead Pastor
Hours: Full Time Salaried Position	Salary & Benefits: DOE

Role Summary:

Our vision is “Making the love of Christ known to all.” As a community, we do this by focusing on these Core Values: Biblical preaching and teaching, Children and Youth ministries, Stewardship, Worship and Music, and Welcoming with acceptance and grace.

This position shall work to foster a spirit and culture of youth and family ministries which engages children, parents, and the congregation of Advent Lutheran with a focus on building connections, prayer, and service.

Key Duties and Responsibilities:

- **Planning and Implementation:** Ministry opportunities for children and families:
 - a. Preschool through sixth grade programs which include, but not limited to:
 - i. Sunday morning experiences
 - ii. Children’s sermon with Pastor during worship
 - iii. Summer activities such as Vacation Bible School for children
 - b. Vibrant Middle and High school youth programs which include, but not limited to:
 - i. Supports the Pastor with the Confirmation program. May lead sections of the program as required.
 - ii. Various Youth Gathering opportunities and fundraisers as required
 - iii. Create and facilitate weekly youth group for middle and high school youth.
- **Worship, Service, and Prayer:** Building activities to encourage children’s participation in congregational life. Worship is at the center of all that we do.
- **Volunteer Programs:** Recruits, trains and supervises volunteers as needed. Ensures self and all volunteers are trained in Safe Haven requirements
- **Administration:** Variety of administration responsibilities to include:
 - c. Develop and maintain budget and financial accounting for youth ministries. Coordinating with Pastor and Youth Council Liaison
 - d. Maintain regular communication with staff, students and families of the congregation. Publishing regular updates for the congregation with a variety of media.
 - e. Manage an annual calendar of Christian-based activities for Youth Groups
- **Liaison with Church Council:** Regular meetings with Pastor, Council Youth Liaison, and Youth Ministry Team. Occasional attendance in Council meetings as required. Participate in long-range planning and program development.
- **Other Duties as Assigned:** Accept additional responsibilities as determined to be appropriate by the Pastor or Church Council

Financial Responsibility:

Development and oversight of Youth and Family budget.



Role Description

Core Knowledge & Skills:

- Genuine enjoyment of children and families with dedication to their faith formation.
- Vision for congregational and family approach to Christian faith formation.
- Ability to communicate biblical materials and church doctrine consistent with the faith and practice of the Evangelical Lutheran Church in America (ELCA) and a Reconciling in Christ (RIC) congregation.
- A strong commitment to excellence in Children's ministries.
- A demonstrated high level of leadership, organization, listening and communication skills.
- Attention to details.
- Ability to engage in physical activities with children.
- Demonstrated ability to establish strong rapport with children and families.
- Demonstrated ability to lead volunteers and get results through others.
- Problem analysis and program resolution at both strategic and functional levels.

Decision-Making:

Typically make decisions:

- Defining programs for youth and family.
- Directing own day-to-day work.
- Prioritizing work of volunteers.

Provide input to the following decisions:

- Long-range planning.

Typical Education, Certification and Experience:

- Bachelor's degree required.
- A minimum 3-5 years experience in Youth Ministries desired.
- Experience in teaching within an early childhood or elementary education program (or equivalent) desired.
- Practice and knowledge of Lutheran theology a plus.
- Musical experience desired.
- Successful completion of a background check.