

**BETH EDEN LUTHERAN CHURCH  
NEWTON, NORTH CAROLINA**

**Position Description for Director of Faith Formation**

**Beth Eden Lutheran Church Mission Statement:** Proclaim Jesus as Lord,  
Make disciples of all people, Share God's love and grace

**Position Objectives:**

The Director of Faith Formation of Beth Eden Lutheran Church will primarily focus on members, birth through high school and their families. With the desired outcomes of this ministry our children, youth, and their families will

- know, celebrate, and share the good news of God's grace and love, and live with hope as God's children, having a faith which guides them in daily decisions and life choices
- be supported at various milestones of their faith journey by a healthy faith community of significant, caring, energized, and loving people of all ages, including peers, family members, congregation members, church staff and others
- discover and strengthen their gifts as disciples of Christ and be given purposeful opportunities to use them, and will support the growth of our developmental assets as a congregation and community
- understand ministry as always welcoming and caring for people regardless of congregational membership, race, economic status, national origin, beliefs, ideologies, or special needs
- establish a dialogue and communicate with all groups using both technology and conventional means so that all groups feel connected through targeted caring
- value and participate in liturgical worship grounded in Scripture and the Sacraments in an intentional and meaningful way, embracing our Lutheran heritage
- build a presence and understanding that the "Church" extends beyond building doors, into the community and our homes
- encourage productive dialogues, active witnessing, sharing in fellowship, and stewardship of time, talents, and treasures
- that a growing ministry is built upon special relationships and an active interest in our members and their daily lives, and their daily faith formation
- foster openness and engagement with an intentional philosophy toward common shared goals, with a willing heart open to new ideas and approaches

**Position Expectations:**

- Direct the Children and Youth's Faith Formation Ministry including Sunday School and Vacation Bible School with guidance and oversight from the Faith Formation Ministry Team and the Pastor
- Work with Faith Formation Ministry Team Chairperson(s) to recruit, train, organize, and support volunteer leaders,

teachers, and helpers for Beth Eden's Sunday School program, Vacation Bible School, and all other events related to Faith Formation

- Select Sunday School and Vacation Bible School curriculum with input from the Faith Formation Ministry Team Chairperson(s) and Pastor
  - Manage supplies and setup for Sunday School and Vacation Bible School
  - Assist the Pastor and Faith Formation ministry team with annual family Faith Formation events including by way of illustration but not limitation an Easter Egg Hunt, Sunday School Rally Day, Trunk or Treat festivities, and the Christmas pageant
  - Give at least one children's sermon per month during the 10:30 worship service
  - Assist the Pastor in making worship services children and youth friendly and work with existing ministry teams to integrate youth in worship leadership throughout the year
  - Assist the Pastor with planning and attendance at Confirmation Cluster events
  - Assist the Pastor with planning and attendance at an annual service camp for youth to be held in the summer months
  - Active ex-officio leadership on the Faith Formation Ministry Team (attendance of ministry team meetings is expected)
  - Direct the Youth ministry with guidance and oversight from the Faith Formation Ministry Team and the Pastor
  - Plan and participate\* in activities including, but not limited to:
    - A) Triennial weeklong ELCA National Youth Gatherings
    - B) Annual Confirmation Camp at South Carolina Lutheran Retreat Centers located in Isle of Palms, South Carolina
    - C) Weekly Wednesday BEST Night Activities including coordinating monthly service of BEST Night meal
    - D) Camp Agape
    - E) Summertime fellowship opportunity
    - F) Sunday School Rally Day
    - G) Service learning projects
    - H) Mission projects
    - I) Fundraising
    - J) Active ex-officio leadership on the Faith Formation Ministry Team (attendance of ministry team meetings is expected)
- \*This Director will rely heavily on volunteer help (generally parents and grandparents). Although for many events the Director will plan AND lead, for some events the Director will only plan the logistics and coordinate volunteers and not be present to lead.

### **General**

- Build relationships of faith and trust with the children and youth as an authentic, available, and affirming adult
- Direct and participate the Sunday School hour, attend worship, and lead Sunday youth activities
- Provide clear communication to children, youth, parents, and

grandparents, church staff, ministry teams, church council, and congregation through the weekly worship bulletin, monthly Good News newsletter, congregational website, telephone calls, text message, social media, electronic mail, and other available communication vehicles

-Network with other youth and Faith Formation workers and make Effective use of the North Carolina Synod, ELCA, and other resources available

-Promote, encourage, and facilitate youth and families to participate in all facets of the faith community

-Attend staff meetings as directed by Pastor

### **Staff Relationships**

-The Director of Faith Formation will report to the Pastor. The Pastor shall be responsible for day-to-day supervision of this position. In the pastor's absence the Director of Faith Formation will report to the Vice President of the Church Council.

-The Staff Support Committee, with and after consultation with the Pastor, shall provide an annual staff performance review and evaluation. This review and evaluation shall be utilized to review compensation considerations.

**Days, Hours, and Compensation:** The Director of Faith Formation will work in large part on Sundays and Wednesdays. Unless taking personal time, all Sundays and Wednesdays are expected workdays. Other responsibilities are attendance at staff meetings, Faith Formation ministry team meetings, and agreed upon (but limited) office hours. The majority of time will be spent either with children, youth, and their families OR planning for upcoming events. During particularly busy seasons will allow for little office time.

Personal Time: The Director of Faith Formation may take twelve (12) working days of personal time each year, of which four (4) may be on Sundays. Only five (5) working days including one (1) Sunday may be carried over the following year. Personal days may not be taken until after successful completion of the ninety-day introductory period. Since this position is highly flexible, great care shall be taken to plan personal time so that it does not interfere with programming.

Holidays: New Year's Day, Easter Monday, Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving and the following Friday, and Christmas Day, and December 26.

Bereavement: Paid bereavement leave of three (3) working days may be granted in the case of a death of an immediate family member.

Absences: The pastor must be informed of and approve all absences that conflict with office hours or programming prior to the employee's absence.

Maternity leave: A leave of absence not to exceed twelve (12) weeks may be taken. No salary will be paid during the leave of absence except for remaining personal days.

Jury Duty: Employees are encouraged to cooperate in civic responsibilities. Jury duty will be granted.

Potential annual pay is \$20,000 depending on educational background and previous job experience. The position also includes a small mileage and continuing education allowance.

There are no health or retirement benefits included.

**90-day Introductory Period:**

During the first 90 days of service, the pastor will evaluate the performance of the director. After 60 days of service, a performance appraisal may be conducted to determine compatibility with the position. The employee is encouraged to participate in goal setting during this procedure.

Successful completion of the 90-day Introductory Period does not constitute or create a contract of employment between the employee and Beth Eden. Either the director or Beth Eden has the right to terminate employment at any time, with or without cause. Successful completion of the 90-day Introductory Period does not change the employee's at-will employment status.

**Preferred Qualifications:**

- Commitment to Jesus Christ, a vibrant, positive faith with a Biblical knowledge and clear understanding of Lutheran theology within the wider Christian faith
- A passion for and an ability to work effectively, relationally, and appropriately with children, youth, and families
- Ability to teach effectively with small and large groups, and a comfort level with presenting and working with groups of various sizes
- Excellent leadership skills with the ability to work and make decisions independently and as part of a committee/team
- Working knowledge of child development and current youth culture and trends
- Strong verbal and written communication skills
- High energy with an ability to interact enthusiastically, graciously, and responsibly with people of all ages
- Demonstrated organizational skills
- Ability to utilize technology relevant to this position, including personal computer, electronic mail, word processing, video, power points, internet, social media, digital projector, etc.
- Professional work ethic and positive attitude, strong motivational skills, and an understanding of faith development and various educational methods
- Ability to effectively advocate for youth, families, and their needs in the congregation and community

**Education/Certification**

- Bachelor Degree, related field preferred
- Certification in Youth and Family Ministry preferred

- Willingness to participate in continuing education and certification programs as appropriate and as resources allow
- Specific or related experience preferred

### **Overview**

-This job is a part time position of approximately 20 hours per week. This job requires flexibility of scheduling, including evenings and weekends and a positive, can-do mentality. This person shall serve as a three-way bridge between Faith Formation Ministry Team, children, youth, and families, and the Pastor to coordinate all children's and youth ministries as a single unified ministry.

-All potential candidates must be willing to submit to a full background check and drug test.

### **Application**

Please submit the following to Ministry Team chair BJ Mullinax at [bjmullinax79@gmail.com](mailto:bjmullinax79@gmail.com) or by mail to Beth Eden Lutheran Church, 400 N. Main Avenue, Newton, North Carolina, 28658

- Resume, including educational training and ministry experience
- Three references in related fields that we can contact by phone and/or email
- A cover letter explaining how your vision for youth and family ministry matches our job description

Application deadline is March 30, 2021, with anticipated start date May 1, 2021.