



Christ Lutheran Church
Gathering + Gifting + Sending Disciples of Jesus Christ
8997 S. Broadway
Highlands Ranch, CO 80129
303-791-0803 www.clchr.org

Christ Lutheran Church Job Description

Title: Director of Youth & Family Ministries
Reports To: Executive/Operations Pastor
Employment Status: Full Time
Date: October 2023

Position Summary:

The Director of Youth and Family Ministries provides primary leadership for developing and implementing a congregation-based ministry with youth, young adults, and families. The focus for this position is on (1) the spiritual development of our youth and families; and (2) developing, maintaining and sustaining relationships between and among members of families of the congregation and the community. This position requires frequent evening, weekend, and overnight program support.

Essential Functions:

1. Develop and Lead Youth and Family Ministry Teams.
 - a. Identify, recruit, train, and supervise volunteers.
 - b. Make special effort to gain the endorsement, support, and involvement of all adults.
 - c. Consult with the Youth and Family Committee
2. Develop and Lead Youth and Family Ministry Programs.
 - a. Develop and lead Senior High Youth Ministries (9th-12th graders), including, a weekly ministry program and special programs such as mission trips, retreats, outings, and outreach/service opportunities.
 - b. Develop, promote and coordinate Middle School Youth Ministries (7th-8th graders) including Confirmation and special programs such as Confirmation Camp, participation in VBS, Family Camp, outings, and outreach/service opportunities.
 - c. Develop and promote Sunday School (preschool through sixth grade children), including a weekly program of Christian education on Sunday, events such as Vacation Bible School, Family Camp, and outings.
 - d. Develop, promote and coordinate "Faith Stepping Stones", a ministry that gifts and blesses children and parents at milestones in the baptismal journey. This has included classes for baptism, first communion, First Bible and confirmation.
3. Communication and Relational Responsibilities.
 - a. Keep the congregation informed of the Youth & Family Ministry programs, activities, goals, and experiences. Including but not limited to preparing articles & updates about current and ongoing ministry opportunities via social media, church communication outlets, and in person announcements at all services.
 - b. Make connections with youth and families to build relationships beyond the church building, within the community and attend important events if possible.

- c. Communicate and coordinate with other congregations and synod organizations about youth ministry.
 - d. Network with community agencies and resources which interface with and serve the needs of Youth and Family ministries.
 - e. Work cooperatively to communicate and coordinate activities with other intergenerational CLC ministry teams.
- 4. Administrative Responsibilities.
 - a. Develop, submit, and manage annual budget for ministry programs with approval. Maintain accurate office and program records.
 - b. Provide monthly reports to the pastor and Youth and Family Committee outlining the details and results of all ministry programs.
 - c. Create, communicate, and update organized calendar of events.
 - d. Manage the CLC Safe Policy which outlines rules and responsibilities for all persons working with youth.
- 5. Staff and Congregational Responsibilities.
 - a. Participate in congregational and staff activities or ministries, while demonstrating a desire to be collegial and share gifts and responsibilities.
 - b. Participate with pastor, church staff, and other church leaders in building up the Church as the body of Christ.
 - c. Promote the congregation's mission, vision, and goals.
 - d. Maintain relationships with staff and members of the congregation in a professional manner.
 - e. Attend weekly staff meetings.
 - f. Facilitate chapel ministry for preschool.
 - g. Attend semi-annual meetings and Congregational council as requested.
 - h. Model appropriate behavior for a Christ-centered life.
 - i. Attend worship and convey the importance of worship and education to youth.

Skills & Qualifications:

- 1. A passion for interacting with children, youth, and adults.
- 2. Ability to share the Christian faith and ELCA Lutheran theology.
- 3. Degree/Certification in ministry/teaching/counseling and/or significant experience in working with youth.
- 4. Proven leadership with emphasis in communication, delegation, and multi-tasking with the ability to build and sustain relationships and programs.
- 5. Ability to communicate effectively both verbally and in writing, comfortable with multiple methods of communication. Ability to communicate clearly in front of groups of varying sizes.
- 6. Self-motivated and able to function with minimal supervision.
- 7. Excellent listening skills and ability to build trust and maintain confidentiality while following CLC Safe Policy.
- 8. Ability to work well in a team environment with pastor, staff members, and congregational leaders.
- 9. Proficient with using a computer, Microsoft Office suite software, and ability to learn and become proficient in operating church specific programs.
- 10. Must have a valid driver's license a satisfactory background check and meet church insurance requirements.

Working Conditions:

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk, hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, and the ability to adjust focus.

Note: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job. May perform other duties assigned.

Employee Signature

Date

Please contact Pastor Eric Allert at pastorallert@clchr.org or 303-791-0803 if you are interested in the position.

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