



# Spirit of Joy

LUTHERAN CHURCH

## Position Description

### Job Details: Director of Youth & Family Ministries

Reports to: Pastor

Position Type: Exempt - pay based on average of 20 hours per week (actual weekly hours vary)

Starting date: 7/11/22

Pay: \$18,000

### Position Overview:

All employees of Spirit of Joy are expected to represent the church by showing the love of Jesus in all internal and external communications as well as through the manner in which all tasks are completed. Being ambassadors for Christ is our primary duty as part of the priesthood of all believers. Employees of Spirit of Joy are also expected to support the mission and ministry of this congregation - even in areas where the employee may not be as passionate as the congregation. These two commitments should be reflected in how all of the specified job responsibilities are assigned and completed.

The Director of Youth & Family Ministries oversees the following ministries at Spirit of Joy: youth groups (both middle school and high school), Kids of Joy (elementary school), and Joyful Generations (multi-gen). The director creates an environment in which all participants are nurtured in the Christian faith - rooted in a Biblical understanding as well as our Lutheran tradition - in a safe, friendly, welcoming environment. An understanding of Spirit of Joy's mission and values is of critical importance.

### Duties and Responsibilities:

#### Middle School/High School Youth

- Schedule, plan and run weekly high school youth groups
- Coordinate high school/middle school social outings and special events
- Provide a variety of opportunities in service, learning and fun
- Assist pastor with middle school confirmation events and mentoring program
- Equip student leaders

#### Multigenerational, Children & Families

- Plan multigenerational activities with assistance from the pastor, staff, and faith formation team
- Provide resources for at-home faith formation
- Create children's faith formation activities in partnership with student leaders and adult volunteers
- Coordinate high schoolers who serve as nursery attendants

#### Worship Opportunities

- Attend worship consistently and give announcements periodically
- Encourage youth participation in worship leadership and organize youth-led services

#### Communications

- Inform youth and families of ministry opportunities
- Provide verbal updates regarding youth ministry to the congregation during church potluck 'visioning' conversations and during Sunday morning worship
- Communicate with church members, staff, and the Fort Collins community regarding our ministries

**Additional Responsibilities**

- Collaborate with local ELCA partner churches on occasional joint activities
- Recruit & train volunteers for youth ministry events
- Coordinate fundraising activities to help fund youth trips and other non-budgeted needs
- Attend appropriate staff meetings and Faith Formation team meetings
- Attend/coordinate the Rocky Mountain Synod Youth Gathering, Coyote Howl, Sky Ranch Family Camp, Summer Mission Trip/ELCA Youth Gatherings (approximately 3-4 weekend retreats and 1 full week long trip every year)

**Job Requirements:**

- Effective communication with youth, church staff, parents, church members, FoCoLu Partners and the local community
- Proficient at teaching, leading and involving youth in spiritual conversations
- Possess knowledge of basic Christian doctrines, and specifically, Lutheran Theology
- Good organizational and event planning skills
- Understand the concepts of confidentiality, boundaries, hospitality and outreach
- Ability to work flexible hours, including weekends, evenings, overnight events, and retreats/trips

**Background Requirements:**

- Must have previous experience working with youth. A church setting is preferred, but other related experience with youth may be considered
- Experience leading small group conversations
- Experience facilitating group-building interactions
- Must have a valid driver's license
- Must pass a background check

Updated February 2022