

Director of Youth & Family Ministry

First Lutheran Church
Detroit Lakes, MN

Drafted: 01.21.2021 Revised 06.14.2023
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Position Description

Status: Exempt – Full Time

Reports to: Lead Pastor

Benefits: As defined in the Employee Handbook

Primary Objective: To open doors of worship, learning, and fellowship for the children, youth, and families of First Lutheran Church in Detroit Lakes.

The Director of Youth and Family Ministry works with pastors and lay-led team to develop and lead a vision that fosters Christian community by planning and implementing a variety of ministries for children, youth, and their families – from early childhood through high school. This includes but is not limited to overseeing early childhood ministries (infants through pre-K), managing curriculum for our Sunday/Wednesday School program (pre-K – 5th Grade) and Confirmation (6th – 8th Grade), coordinating and empowering volunteer teachers and small group leaders, planning and leading retreats and mission trips, arranging intergenerational events, overseeing ministry activities for high school aged youth, and all the while providing a caring and trustworthy presence for our children, youth, and their families.

GENERAL EXPECTATIONS AND RESPONSIBILITIES:

- Recruit and lead both the Children's and Youth Ministry teams that will help support the role of the director. Monthly meetings with each team will be required to maintain healthy communication and to collaborate on the planning and execution of the various ministries, programs, and events.
- Act in a leadership capacity for the Faith Formation of our youngest members (0 to 3-year-olds) and their families by coordinating baptisms in conjunction with the pastors, as well as developing and delegating periodic and relevant ministries for young children and their families.
- Act in a leadership capacity for the Faith Formation of children pre-K through 5th grade and their families through the Sunday/Wednesday School program by selecting curriculum and providing direction for instructional volunteers.
- Act in a leadership capacity for the Faith Formation of children 6th through 8th grade by organizing the pre-confirmation (6th grade) and confirmation (7th and 8th grade) programs in conjunction with the pastors.
- Act in a leadership capacity for the Faith Formation of our high school youth (9th through 12th grade) by developing and delegating various fellowship, learning, service, and worship opportunities for our high school youth and their families under.
- Lead and coordinate with volunteers to prepare and perform an annual Children's Christmas Program as well as musical performances periodically in worship throughout the year.
- Gain and maintain fluency in, and work with pastors and/or lay leadership to uphold, implement, and update any and all FLC Child Protection Policy(-ies).

- Maintain a safe environment and appropriate boundaries for self and participants in the YFM program.
- Submit an annual report to the congregation sharing highlights and stories of the youth and family ministries.
- Analyze revenue and program cost data to determine budget priorities and develop an annual budget, in consultation with pastors and the FLC Business Manager.
- Provide a monthly Youth and Family submission to the congregational newsletter as well as a Youth and Family monthly activity calendar. Maintain up-to-date and consistent communication about YFM ministries through social media platforms and the FLC website.
- Commit to continuing education for growth in the position by attending relevant conferences, classes, or seminars. Research best practices for YFM activities and events within the region, the synod, the ELCA, and the ecumenical community, and share this information routinely with the Children's and Youth Ministry teams.
- Work and meet regularly with staff to maintain effective communication and assist with routine office functioning

QUALIFICATIONS:

- Basic literacy in the biblical story and Lutheran theology
- Post-secondary education and/or significant experience in children, youth, and family ministry
- Well-developed skills in public speaking, writing, and technology
- A love for youth and children, and their faith formation
- The ability to lead both children and adults
- The ability to work with, form, and lead teams
- Experience in volunteer coordination
- The ability to maintain proper professional and personal boundaries, as well as maintain confidentiality when necessary
- Openness to new learning and ways of doing ministry
- A personal commitment to worship, evangelism and, individual learning and service

SCHEDULE

- Monday - Thursday 8:30-4:00 PM (with flexibility)
- Sunday mornings & Wednesday evenings in accordance with YFM's seasonal schedule

OFFICE LOCATION

- First Lutheran Church

Application for Employment

Prospective employees will receive consideration without discrimination because of race, creed, color, religion, sex, age, national origin, disability, marital status, or any other legally protected category which the Church is obligated to recognize.



912 Lake Avenue, Detroit Lakes, MN 56501
 Phone: 218-847-5656
 Fax: 218-847-7009
 www.firstlutheranchurch.com

HR USE ONLY
Applicant # _____
Position _____

PERSONAL DATA

Name (last, first, middle)				
Street Address and/or Mailing Address		City	State	Zip
Position Desired	Telephone Number		Email Address	
Date you can start work	Salary Desired	Do you have a High School Diploma or GED? Yes No		

POSITION INFORMATION Check all that you are willing to work

Hours: Full Time Part Time	Days Evenings	Swing Graveyard Weekends	Status: Regular Temporary
Are you authorized to work in the U.S. on an unrestricted basis?			Yes No
Have you been told the essential functions of the job or have you been viewed a copy of the job description listing the essential functions of the job? Yes No			
Can you perform these essential functions of the job with or without reasonable accommodation?			Yes No

QUALIFICATIONS Please list any education or training you feel relates to the position applied for that would help you perform the work, such as schools, colleges, degrees, vocational or technical programs, and military training.

	School Name	Degree	Address/City/State
School			
School			
Other			

SPECIAL SKILLS List any special skills or experience that you feel would help you in the position that you are applying for (leadership, organizations/teams, etc.

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REFERENCES Please list three professional references not related to you, with full name, address, phone number, and relationship. If you don't have three professional references, then list personal, unrelated references.

Name	Address/City/State	Phone	Relationship

WORK HISTORY Start with your present or most recent employment and work back. Use separate sheet if necessary. (INCLUDE PAID AND UNPAID POSITIONS)

Job Title #1	Start Date (mo/day/yr)	End Date (mo/day/yr)
Company Name	Supervisor's Name	Phone Number
City	State	Zip
Duties:		
Reason for Leaving	Starting Salary	Ending Salary

May we contact your present employer? Yes No N/A

Job Title #2	Start Date (mo/day/yr)	End Date (mo/day/yr)
Company Name	Supervisor's Name	Phone Number
City	State	Zip
Duties:		
Reason for Leaving	Starting Salary	Ending Salary

Job Title #3	Start Date (mo/day/yr)	End Date (mo/day/yr)
Company Name	Supervisor's Name	Phone Number
City	State	Zip
Duties:		
Reason for Leaving	Starting Salary	Ending Salary

Job Title #4	Start Date (mo/day/yr)	End Date (mo/day/yr)
Company Name	Supervisor's Name	Phone Number
City	State	Zip
Duties:		
Reason for Leaving	Starting Salary	Ending Salary

I certify that the facts set forth in this Application for Employment are true and complete to the best of my knowledge. I understand that if I am employed, false statements, omissions or misrepresentations may result in my dismissal. I authorize the Employer to make an investigation of any of the facts set forth in this application and release the Employer from any liability. The employer may contact any listed references on this application.

I acknowledge and understand that the company is an "at will" employer. Therefore, any employee (regular, temporary, or other type of category employee) may resign at any time, just as the employer may terminate the employment relationship with any employee at any time, with or without cause, with or without notice to the other party.

Applicant Signature

Date



Thank you for your application for the Director of Youth & Family Ministry position at First Lutheran Church. Please offer your responses to the following statements in addition to completing the application for employment.

1. As I reflect on the responsibilities listed in the job description of the Director of Youth and Family Ministry at First Lutheran Church, I believe I would be an asset in this role because:

2. What are some basic emphases in Lutheran theology:

3. Describe your experience working with children, and any experience working in a church context:

4. How would you address the following situation? A Sunday School teacher has reported multiple times that a particular child is frequently disruptive in the classroom, engaging in physically and verbally aggressive behavior:

5. Describe any experience in public speaking, volunteer coordination, and/or leadership positions: