

# Youth and Education Program Director

**East Union Lutheran Church** (15180 County Road 40 in Carver, Minnesota) is seeking a **Director for their Youth and Education Program.**

**Position summary:** The Youth and Education Program Director will develop and integrate a dynamic Christian education and spiritual development program sharing the good news of Jesus Christ's lordship and helping our children and youth grow and deepen their faith through education, missional, and recreational opportunities.

The Youth and Education Program Director will be responsible for all aspects of our church programming directed to children and youth in grades K through 12. This includes children and youth groups (Sunday school and Confirmation programs) and developing new events, activities and/or groups that reach our children and youth.

**Job type:** Part-time, approximately 10hrs/week, variable. \$15 an hour, based on education and experience. No benefits.

Preparation hours may be flexible. The position will require on-site Sunday hours each week, usually 8:30 to 11:30 in the morning and attendance to Youth & Education activities and events.

**Reports to:** Church Council.

**Relates to:** Pastor, Church Parish Administrator, parents, adult youth teachers and other volunteers.

## **Desired qualifications and skills:**

- Minimum of high school education. Preferred candidate should have post-high school education in a field related to children and youth ministry (i.e., teaching, Christian education).
- Preferred candidate should have experience working with children and youth in a church or educational setting.
- Must have knowledge and demonstrated ability to relate to children, youth, parents and ministry volunteers.
- Passion, enthusiasm, excitement and patience for children and youth, and creative ideas to expand the children's and youth curriculum and helping children and youth grow in faith.
- Engages people positively, with a demeanor of optimism and abundance.
- Demonstrates the ability to lead others.
- Demonstrates the skills of active listening and openly accepts criticism.
- Productively engages and resolves interpersonal conflict.
- Capacity to work successfully as part of a ministry team with other staff members and elected lay ministry leaders.

- Provides a variety of engaging tasks for volunteers. Is unafraid to ask people to serve and proactive about doing so.
- Ability to communicate clearly and effectively, both in writing and orally, with excellent interpersonal skills to allow for vibrant teaching and interaction with parish families.
- Ability to structure his/her time, plan of work, the program calendar, and budget in an organized fashion.
- Ability to work under pressure and to meet deadlines.
- Ability to maintain a flexible approach to changing priorities.
- Should possess technology skills necessary to communicate with basic word processing, and office equipment skills.
- Must have a valid driver's license and acceptable driving record.
- Must pass required background check.

**Primary duties and responsibilities include, but are not limited to:**

- Plan and coordinate, in consultation with the Youth and Education Committee, Church Council and Pastor, a goal-driven, well rounded, multifaceted program of Christian Education, including Sunday school, Confirmation, and children & youth activities and events.
- Attend Sunday worship, and encourage persons of student age to do likewise.
- Encourage and assist children and youth to participate in church educational opportunities, activities and events.
- Lead and attend Youth and Education Committee monthly meetings and others as necessary or required.
- Attend Church Council monthly meetings and represent the Children & Youth Program.
- Supervise all children's ministry activities on Sunday mornings and at special events as needed.

**Sunday school program:**

- Develop, implement, organize, and supervise the Sunday school program from September through May.
- Recruit, train, and support all Sunday school teachers and volunteers.
- Create and communicate Sunday school calendar.
- Be a welcoming presence on Sunday mornings.
- Ensure that attendance is taken at Sunday school classes and reach out to families who have been absent for several weeks.
- Serve and coordinate Sunday school snacks during class.
- Provide backup coverage in case of absence of Sunday school teachers and volunteers.
- Provide communication about Sunday school program to church parents.
- Schedule all choir performances and coordinate these performances with other music and worship staff. Communicate choir schedules to parents.
- Plan, organize, and coordinate all dimensions of the annual, week-long Vacation Bible School as well as other special programs for children.
- Over-see and direct the Christmas Play.

**Confirmation program:**

- Develop, implement, organize, and supervise the Confirmation program from September through May.
- Recruit, train, and support all Confirmation teachers and volunteers.
- Create and communicate Confirmation calendar.
- Be a welcoming presence on Sunday mornings.
- Ensure that attendance is taken at Confirmation classes and reach out to families who have been absent for several weeks.
- Provide backup coverage in case of absence of Confirmation teachers and volunteers.
- Provide communication about Confirmation program to church parents.
- Assists the Pastor with an annual Confirmation experience.

**Activities and events:**

- Plan, prepare and carry out children and youth ministry programs and events. These events include but are not limited to:
  - Spaghetti Dinner and Silent Auction
  - Palm Sunday activities
  - Easter Egg Hunt
  - Confirmation Sunday
  - Ice Cream Social
  - Vacation Bible School
  - Children's Christmas Play
  - Children's Worship
  - Parent's Night Out
  - Pancake Breakfast
  - Field trips
  - Community service

**Administrative:**

- Develop and submit annually a proposed budget for Children and Youth Program.
- Provide communication about the Children and Youth Program and related activities to church parents, church members, and the community. This includes, but is not limited to, information for the weekly bulletin, monthly newsletter, children's bulletin board at church, Facebook and church website.
- Organize and maintain the Sunday school supply closet and ensure that adequate supplies are available for children's ministries throughout the year.
- Ensure children and youth rooms and teacher materials are properly organized and supplied.

Please provide a resume by June 15, 2017 to East Union Lutheran Church Council.

**East Union Lutheran Church Council**

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