

Ascension Lutheran Church

901 County Road V

Fond du Lac, WI 54935

Position: Director of Youth and Family Ministries
Reports to: Lead Pastor
Directly Supervises: Not Applicable
Status: 40 hours per week
FLSA: Exempt
Version: October 31, 2019

Job Summary:

The Director of Youth and Family Ministries will be responsible for providing dynamic leadership, oversight, and coordination to the structures and strategies that have been implemented in the ministry of Ascension Lutheran Church; building positive relationships with youth (grades 7th through 12) and their families.

One focus of this position is to work in partnership with key volunteers and staff to build, equip, train and empower a team of adults to disciple and shepherd our Confirmation and High School youth and their families so that each individual and family grows in their faith and commitment to Jesus Christ and His Church.

The Director of Youth and Family Ministries will at all times model a strong commitment to the Ascension Youth Ministry Mission Statement and Core Values.

Primary Responsibilities, Oversight, and Coordination for:

Sunday School: 7th - 9th Grades
10th - 12th Grades

Youth Education: Confirmation (7th - 9th Grades)
Youth Group (10th - 12 Grades)

Mission trips, Fundraisers
& Events: 7th - 12th Grades

Youth Ministry Council

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Essential Functions:

Youth Ministry Council (~ 45%)

- Continue to build, equip, train and empower a team of volunteers to serve as a Youth Ministry Council (YMC) to provide vision, inspiration, and direction to the Youth & Family Ministry.
- Responsible for (with YMC assistance) the work to assemble, equip and employ a team of adults each year, who will serve as the primary weekly relational volunteers for the varying programs of the ministry. These adults will receive regular training as well as serve in a ratio of 1:5 with the students they are working with in each program area.
- Responsible for (with YMC assistance) the implementation of such ministries as: Sunday Education, Midweek Gatherings, Youth Events and Mission Trips.
- Responsible for (with YMC assistance) the work to develop and implement an array of Youth Events and Family Events which extend our congregation's purpose, mission and vision for discipleship (i.e. "Up-in-Out" and "Worship, Grow, Care 1 & 2 and Share").
- Responsible for (with YMC assistance) the work to recruit, train, lead, empower, disciple, schedule and provide support to all volunteers in our youth ministries.
- Responsible for, with Pastoral assistance, the work to carry out the designated comprehensive Confirmation ministry.
- Network with other area congregations and agencies in their ministries to youth.

Youth & Family Ministry (~ 40%)

- Actively know, love and pray for the youth of Ascension, their families and their friends.
- Be an active role model to encourage the growth and maturity in the faith of the youth of Ascension, their families and friends.
- Communicate with relevance to the youth of Ascension, connecting not only via verbal communication but also with electronic and social media.
- Responsible for (with YMC assistance) the work on selection and publicity of mission projects to expand our youth's understanding of and involvement in God's work throughout the world.
- Responsible for (with YMC assistance) insuring that all volunteers have been trained and screened in accordance with our Child Protection Policy before placing them in ministry.
- Responsible for (with YMC assistance) the communication of the youth/family programs, events and responsibilities to parents, youth, staff and volunteers.
- Responsible for (with YMC assistance) the work to reach out to youth and families who are not strongly connected.
- Coordinate (with YMC assistance) efforts to attend student events as practical.

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Staff, Administration & Support: (~15%)

- Work cooperatively and communicate regularly with those in the Children & Family Ministries on any family events which involve both (age) groups, and create and maintain a unified and coordinated program and calendar.
- Develop, submit and be accountable for the Youth & Family Ministries' budget and expenditures.
- Responsible for (with YMC assistance) the work to prepare monthly articles for the church newsletter and to provide input for the Sunday bulletin as appropriate.
- Coordinate with Office Coordinator and other staff personnel to assure that all Youth & Family Ministries' events are posted on the church calendar and on the video monitors.
- Participate in weekly staff meetings.
- Maintain regularly scheduled office hours of 32 hours (usually Monday through Thursday) and 8 hours of variable hours to participate in Sunday morning and Midweek (Wednesday) evening events and other youth/family events as needed.

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Minimum Qualifications:

Education:

- Minimum of 2 years of post high school education.
- Education, training and experience in youth ministries, preferred.

Experience:

- A demonstrated personal commitment to Jesus Christ and His Church
- Strong leadership skills
- Effective written and oral communication skills with youth and their families.
- Basic computer skills and an ability and willingness to expand this skill set.

Physical Requirements:

- Ability to interact with youth and their families.
- Ability to lift up to 50 pounds if needed.

Core Competencies (listed alphabetically):

- Compassion and Care: Exudes a natural sense of care for the well-being of others; responds with empathy to the life circumstances of others; communicates a sense of support in his/her very presence; demonstrates expressions of care within appropriate boundaries.
- Creativity and Innovation: Generates new ideas; makes new connections among existing ideas to create fresh approaches; takes acceptable risks in pursuit of innovation; learns from mistakes; has good judgment about with creative ideas and suggestions will work.
- Interpersonal Skills: Establishes good working relationships with all others who are relevant to the completion of work; works well with people of all levels of the congregation; builds appropriate rapport; considers the impact of his/her actions on others; uses diplomacy and tact; is approachable; avoids communication triangles.
- Mission Ownership: Demonstrates understanding and full support of the mission, vision, values and beliefs of the congregation; can demonstrate those values to others; consistently behaves in a manner congruent with the mission, visions, values and beliefs.
- Organizational Knowledge: Knowledgeable about how congregational communication, decision-making and leadership works; knows how to get things done through formal and informal decision-making channels; can maneuver through charged political situations effectively and quietly; anticipates organizational barriers and plans his/her approach accordingly.

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Core Competencies (listed alphabetically):

[Continued]

- People/Volunteer Management: Provides direction, gains commitment, facilitates change and achieves results through the efficient, creative and responsible deployment of volunteers; engages people in their areas of giftedness and passion.
- Personal Resilience: Effectively copes with change and uncertainty; shifts gears comfortably; decides and acts without the total picture; comfortably handles risk and uncertainty; is flexible and isn't upset when things are "up in the air."
- Spiritual Maturity: Demonstrates strong personal depth and spiritual grounding; exhibits integrity by walking the talk and by responding with constancy of purpose; is seen by others as trustworthy, authentic and able to maintain confidentiality; nurtures a rich spiritual life; seeks the wisdom and guidance of appropriate mentors; is able to articulate a clear and consistent theology.
- Team Orientation: Demonstrates interest, skill and success in team environments; promotes group goals ahead of personal agendas; steps up to offer (his/her)self as a resource to other members of the team; understands and supports the importance of teamwork; shares credit for success with others; takes responsibility for his/her part in team failures.
- Time Management: Is able and willing to focus time on tasks that contribute to organizational goals; uses time effectively and efficiently; values time and respects the time of others; concentrates his/her efforts on the most important priorities; balances priorities appropriately.