

Ascension Lutheran Church  
901 County Road V  
Fond du Lac, WI 54935

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Position: **Director of Children, Youth and Family Ministries**  
Reports to: Lead Pastor  
Directly supervises: NA  
Status: Full time  
FLSA: Exempt  
Version: August 1, 2022

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**Job Summary:**

The Director of Children, Youth, and Family Ministries (Director of CYF) will be responsible for providing dynamic leadership, oversight, and coordination as we seek to build positive relationships with children (birth through grade 6), youth (grades 7 through 12) and their families.

One focus of this position is to work in partnership with volunteers and staff to build, equip, train and empower a team of adults to disciple and shepherd our children, confirmation youth, and high school youth and their families so that each individual and family grows in their faith, commitment, and relationship with Jesus Christ.

The Director of CYF will at all times model a strong commitment to Ascension's Children Ministry and Youth Ministry Mission Statements and Core Values.

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**Primary Responsibilities, Oversight and Coordination:**

- Children and youth education programs (such as Sunday School, VBS, Christmas and event programs)
  - Confirmation (1st and 2nd year students), Kids of God (two grades prior to confirmation instruction), and Youth Group (senior high school)
  - Mission trips, outreach projects, fundraisers and events for children and youth
  - Coordinate activities of volunteers and support committees
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**Essential Functions:**

**Children and Youth Ministries (45%)**

- Actively know, love and pray for the children and youth of Ascension, their families and their friends.
- Continue to build, equip, train and empower a team of volunteers to provide vision, inspiration, direction and support to the Children, Youth and Family Ministries.
- Work with volunteers to implement such ministries as: Sunday education, midweek gatherings, youth events and mission trips.

- Work with volunteers to develop and implement an array of children and youth events which extend the congregation's purpose, mission and vision for discipleship (i.e.: Up-In-Out, and Worship, Grow, Care 1 & 2 and Share).
- Work with the Lead Pastor to coordinate and implement a comprehensive confirmation ministry
- Work with and support the leaders of the Kids of God program.
- Recruit, train, lead, empower, disciple, schedule, and provide support to all volunteers in the Children and youth ministries.
- Create and oversee policies and procedures to provide a safe, quality environment for all our children and youth. (This includes implementation, oversight, compliance and ongoing development of the Child Protection Policy.)
- Network with other area congregations and agencies in their ministries to children and youth.

#### **Family Ministry (40%)**

- Be an active role model to encourage the growth and maturity in the faith of Ascension's children and youth, their families and their friends.
- Develop and oversee ministries and programs designed to enhance and encourage families as the primary faith educators of their children and youth.
- Communicate with the youth of Ascension, connecting with them through a variety of platforms, making use of technology.
- Communicate programs, events and responsibilities to parents, youth, staff and volunteers.
- Reach out to children, youth and the families who are not strongly connected.
- With input from the Lead Pastor and volunteer support staff, select and support mission projects which will engage and expand the understanding and involvement of Ascension's youth in God's work throughout the world.

#### **Staff, Administration & Support (15%)**

- Work cooperatively and communicate regularly with those in Adult Ministries and other areas on any family events, and create and maintain a unified and coordinated program and calendar.
- Develop, submit and be accountable for the Children, Youth, and Family Ministries' budgets and expenditures.
- Prepare and coordinate submissions for the monthly articles for the church newsletter, and provide input for the weekly Sunday bulletin, slides, videos, and announcements as appropriate.
- Coordinate with the Office Coordinator and other staff personnel to assure that all Children, Youth and Family Ministries' events are posted on the church calendar.
- Participate in weekly staff meetings.
- Maintain regular, scheduled weekly office hours of 24 hours; plus 16 hours that are flexible to participate in Sunday morning and midweek evening events, planning meetings, and other program events as needed. Ensure that there is ample in-person

opportunity for staff, volunteers and families to connect and build relationships with the Director of CYF.

- Schedule designated time each week for determining the upcoming week's priorities.

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**Minimum Qualifications:****Education:**

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

**Experience:**

- A demonstrated personal commitment to Jesus Christ and His Church. Membership in Ascension Lutheran Church is preferred.
- Strong leadership skills
- Effective written and oral communication skills with children, youth, and their families.
- Basic computer skills with Microsoft Office Suite (Publisher, Word, Outlook, Excel, PowerPoint) and an ability and willingness to expand this skill set including learning website software.

**Physical Requirements:**

- Ability to lift up to 25 pounds or obtain the necessary assistance if needed.

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**Core Competencies (listed alphabetically)**

- **Compassion and care:** Exhibit a natural sense of caring 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.
- **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.
- **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.
- **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 difficulties or failures.
- Time Management: Focuses 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.

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**Position Description Approval**

Position Title:           **Director of Children, Youth and Family Ministries**

Version:                   August 1, 2022

Lead Pastor: \_\_\_\_\_ Date: \_\_\_\_\_

President of Council: \_\_\_\_\_ Date: \_\_\_\_\_

Council Liaison: \_\_\_\_\_ Date: \_\_\_\_\_  
(Staff Talent Committee)

Committee Chair: \_\_\_\_\_ Date: \_\_\_\_\_  
(Staff Talent Committee)