

Our Saviour's Lutheran Church Job Description

Position: Director of Youth and Family Ministry

February 20, 2020

Reports to: Pastor

VISION

The Director of Youth and Family Ministry strives to foster Christian community through building relationships with young people and their families and pursuing ways to bring all generations together to participate in God's mission for this church.

QUALIFICATIONS

Our Saviour's Lutheran Church (OSLC) seeks a professional leader who has a solid understanding of the foundations of the Christian faith and the Lutheran Confessions, and who has a strong desire to nurture young people in the Christian Faith with a focus on the Lutheran understanding of grace. We seek a person who values the existing programs, can generate new ideas and who supports a team concept of ministry. Therefore the following qualifications are essential:

- Bachelor's Degree in Youth and Family Ministry, Education, Social Work, or related field, or significant experience in youth ministry.
- Good communication and interpersonal skills across an intergenerational community.
- Organization and time management skills.
- Ability to identify issues, use discretion, and maintain professional boundaries and confidentiality.
- Willingness to work odd hours when youth and parents are available.
- An attitude of flexibility and adaptability, and a resilient and persevering spirit.
- A plan for self-care and intentional Sabbath-keeping.

REQUIREMENTS

- Verifiable references and a background check
- Participation in continued education opportunities related to position
- Occasional travel

PRINCIPLE ACTIVITIES

- Initiate, develop and maintain a professional yet personal relationship with the youth and their families through a variety of activities.
- Foster cross-generational and ecumenical relationships.
- Regularly participate in weekly worship and fellowship at OSLC and encourage youth and their families to do the same.
- Provide middle school, high school and family oriented activities outside of confirmation and Sunday school. This includes service projects both within and outside of the congregation.

- Participate on Youth and Family Committee and Christian Education Committee and regularly attend committee meetings.
- Prepare a monthly newsletter article, monthly and annual written reports for church council, and attend council meetings a minimum of 4 times a year or when asked to attend.
- Update all OSLC Youth and Family bulletin boards, social media outlets and web pages with Youth and Family activities and faith formation opportunities. A minimum of monthly updates is expected.
- Create a safe environment at the church for youth to gather and share their stories in confidence.
- Serve as an advocate for individual youths and/or groups of youths.
- Work with the Pastor to provide opportunities for faith formation and growth through the confirmation program. This includes teaching one of the 6th-8th grade confirmation classes.
- Meet regularly with the Pastor to inform her/him of what is happening in your ministry.
- Assess effectiveness of youth and family programs modify as necessary in consultation with the Pastor.

NOTE: This job description in no way states or implies that these are the only duties performed by this employee. Employee may be requested to perform job-related tasks other than those specifically presented in this job description. The employer reserves the right to change or assign other duties to this position. Duties and responsibilities will be reviewed annually. Employee will also create 2-3 measurable job-related goals that will be used for an annual evaluation, along with the above responsibilities.

EMPLOYMENT APPLICATION

APPLICANT INFORMATION

Name (Last)	(First)	(Middle)	Date
Address	City	State	ZIP Code
Telephone	Alternate Telephone	Best Contact Time	E-Mail Address
Social Security Number	Driver's License No./Issuing State	Date of Birth	
Position Apply For	Type of Work Desired <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary/Contract		
When Are You Available to Begin Work?		Will You Work Overtime? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If hired, can you provide evidence that you are authorized <u>and</u> of legal age to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No			
In Case of Emergency Notify	Telephone	Name of Nearest Relative	Telephone

EDUCATION

TYPE	SCHOOL NAME/LOCATION	COURSE OF STUDY	NO. YEARS ATTENDED	DEGREE/DIPLOMA
HIGH SCHOOL				
BUSINESS/TECHNICAL				
COLLEGE				
GRADUATE				
OTHER				

Professional Organizations:	
First-Aid Training? <input type="checkbox"/> Yes <input type="checkbox"/> No	Date Completed
CPR Training? <input type="checkbox"/> Yes <input type="checkbox"/> No	Date Completed

EMPLOYERS

(List all jobs and contracts held by you during the past five continuous years)

CURRENT EMPLOYER

Company Name		Telephone	
Address	City	State	ZIP Code
Position Held	From	To	Starting/Ending Salary
Reason for Leaving		Supervisor	

PREVIOUS EMPLOYER

Company Name		Telephone	
Address	City	State	ZIP Code
Position Held	From	To	Starting/Ending Salary
Reason for Leaving		Supervisor	

PREVIOUS EMPLOYER

Company Name		Telephone	
Address	City	State	ZIP Code
Position Held	From	To	Starting/Ending Salary
Reason for Leaving		Supervisor	

PREVIOUS EMPLOYER

Company Name		Telephone	
Address	City	State	ZIP Code
Position Held	From	To	Starting/Ending Salary
Reason for Leaving		Supervisor	

PREVIOUS EMPLOYER

Company Name		Telephone	
Address	City	State	ZIP Code
Position Held	From	To	Starting/Ending Salary
Reason for Leaving		Supervisor	

MILITARY STATUS

Have You Served in the U.S. Armed Services?	Branch	Start Date	End Date
<input type="checkbox"/> Yes <input type="checkbox"/> No			
Rank/Rate at Discharge	Type of Service	Type of Discharge	
Special Training/Experience Received in the U.S. Armed Services	Draft Status	Reserve Status	

CRIMINAL HISTORY

Have you ever been <u>convicted</u> of a criminal offense? Check One: <input type="checkbox"/> Yes <input type="checkbox"/> No
Do you currently have any criminal actions pending in which you are the Defendant? (Not Applicable to California Applicants) Check One: <input type="checkbox"/> Yes <input type="checkbox"/> No
Are you currently on probation or parole? Check One: <input type="checkbox"/> Yes <input type="checkbox"/> No
If you answered "Yes" to any of the above questions, please explain the nature of the offense and provide the date of the offense and the county and state in which it occurred.

PERSONAL REFERENCES:

Name	Address	Phone	Occupation	Relationship
Name	Address	Phone	Occupation	Relationship
Name	Address	Phone	Occupation	Relationship

APPLICANT STATEMENT

(Read and Sign Below)

I certify that this employment application was completed by me and that all of the information on this application is true and correct to the best of my knowledge. I understand that any falsification, misrepresentation, or omission of facts called for herein will result in my disqualification from further consideration or dismissal from employment if I am hired. I have reviewed the Authorization for Criminal Records Verification and Fingerprint Information and acknowledge that I understand the terms set forth therein. I understand that this employment application is not valid without my signature.

Print Name	
Signature	Date

**AUTHORIZATION AND REQUEST FOR
CRIMINAL RECORDS VERIFICATION AND FINGERPRINT
INFORMATION**

**OUR SAVIOUR'S LUTHERAN CHURCH
300 LOGAN STREET
MERRILL WI 54452**

I, _____, hereby authorize _____
to obtain and/or request information about my criminal history and fingerprints from any entity chosen
specifically for conducting this search, to release information regarding any record of charges or
convictions contained in its files, or in any criminal file maintained on me, whether said file is a local,
state, or national file, and including but not limited to accusations and convictions for crimes committed
against minors, to the fullest extent permitted by city, county, state, and federal law. I do release said
entities from all liability that may result from any such disclosure made in response to this request. I
may revoke this request at any time, but that revocation must be in writing and give 30 days' notice of
same.

Signature of Applicant: _____ Date: _____

Name (Last)	(First)	(Middle)
Address	City	State ZIP Code
Other names used by applicant (if any):		
Date of Birth	Place of Birth	Social Security Number
Driver's License No.	Issuing State	License expiration date

Our Saviour's Lutheran Church
Youth and Family Director job application
Additional questions

1. What are 3 of your strongest skills that you would bring to this position?
2. What are some areas of youth and family ministry where you feel you need to learn more?
3. Describe an activity or program that you organized and led that you feel turned out really well.
4. Share an experience in which personal connections to coworkers or others helped you to be successful in your work.