MESSIAH LUTHERAN CHURCH

JOB DESCRIPTION FOR

DIRECTOR OF YOUTH AND FAMILY MINISTRY AND COMMUNITY OUTREACH – P/T

**Messiah is a neighborhood faith community whose gifts of hospitality and welcoming value all people. Messiah gives witness to the Kingdom of God breaking into our world by our commitment to becoming a worshiping faith community centered in prayer, uplifting music and hospitality for all. We define** **ourselves as building Beloved Community in Christ, one person at a time.**

JOB TITLE: Director of Youth and Family Ministry and Community Outreach – P/T

REPORTS TO: Pastor

JOB SUMMARY: Plan, organize and lead activities to bring young people into a faith-based relationship with Christ and encourage family/intergenerational participation.

ESSENTIAL FUNCTIONS

* Establish, plan and lead Sunday School
* Plan and execute Bridge Kids’ activities. This includes coordinating 6 annual chaperoned field trips.
* Provide communication pieces/articles to the Herald newsletter, bulletin, website, social media, etc.
* Convene Youth Leadership Team regularly.
* Support Messiah’s ambitions towards social justice, mental health and wellness.
* Be an advocate for Messiah’s ministries in the neighborhood and within the congregation.
* Help execute and plan 4 neighborhood outreach events yearly.

QUALIFICATIONS:

* Experience with and sensitivity to the Inner City multi-racial community
* Member and/or attends Sunday services
* Bachelor Degree
* Previous experience with community programs/faith-based programs
* Excellent people skills, relate well with people of all ages, with special attention given to youth
* Ability to build relationships and plan activities that bring people together
* Well-organized and responsible, able to work independently; a self starter
* Able to work in and adapt to both faith-based and non-faith-based settings
* Familiarity/comfort with Lutheran/Protestant theology

POTENTIAL DIVISION OF RESPONSIBILITIES:

 70% YOUTH AND FAMILY, 20% COMMUNITY OUTREACH AND INREACH, 10% PASTOR SUPPORT

CORE COMPETENCIES:

* **Dedication to Mission:** Have an understanding of Messiah’s mission and support the vision, values and beliefs of the congregation. Awareness of conduct and behaviors that act in accordance with the mission. Seeking a director of compassion and 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; demonstrates appropriate and boundaries expressions of care.
* **Coachable:** Specialized skill set that’s attentive, active listener; patient, receptive to productive feedback; attention to details, ability to provide open communication, effective at task completion, respectful, positive orientation while working alongside colleagues of council. Ability to accurately reproduce and apply productive feedback even when he/she disagrees. Ability to create and maintain an open line of communication with direct report (Pastor/Supervisor).
* **Project Management:** Effective time management skills, identifies the key objectives and scope of a proposed project; fundraises, monitors, responsibly allocates needed resources and delegates project support, develops a realistic and thorough plan for achieving key objectives, keeps team members briefed on progress, implements action plans, budget containment and sustainment, communicates progress to sponsors, continuously identifies and resolves barriers and problems. Coordinate Meetings/Committees.
	+ **Delegate Task/Duties:** Clearly and comfortably delegates both routine and important tasks and decisions; appropriately shares authority and responsibility; creates accountability; sets clear objectives and measures, monitors process, progress and results; builds feedback loops into the work; trusts people to perform their own work.
* **Leadership Development:** The ability to recognize the best in others; actively seeks to engage on their strengths, continuous engagement/communication with others in leadership life of the congregation; strategizes on continual future generation of leaders and works to build youth up for health foundations and fundamentals.
	+ **Coordinate/Team Builder:** Ability to recognize strength that can be applied to individual gifts/talents and interest. Leads the team successfully through difficulties and challenges, changes management, mediate conflict, aware of sensitive diversity and inclusion issues within the team, builds up strong morale and spirit in his/her team; shares wins and successes, but can respectively communicate growing edges, defines success in terms of the whole team; creates a feeling of belonging and pride in the team.
	+ **Train/ Facilitate:** Designs effective lesson plans and facilitates learning experiences in both small and large group settings; selects teaching topics that are relevant, proactive, and contribute to a deeper understanding of scripture and spiritual practice; uses a variety of teaching topics to maintain interest and build connection. Ability to teach/train youth ages.

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