

DIRECTOR OF CHILDREN AND TEEN MINISTRIES

Mt. Carmel Lutheran Church

1701 Fredericks St.

San Luis Obispo, CA 93405

www.mtcarmelslo.org

POSITION DEFINITION: The Director of Children and Teen Ministries has the primary responsibility for continuing and expanding programs for children and teens from birth through 18 years of age (nursery through high school) with the assistance of the CAT Ministry Team and lay leaders.

SUPERVISION: Receives supervision from the pastor(s).

QUALIFICATIONS:

Experience/Training: Experience with children and teens in an area related to theology or education. Three years of experience in coordinating children and teen programs and/or possession of an educational background with an emphasis on working with children and teens is preferred. A college degree with an emphasis in elementary or secondary education or similar field is desirable. Must possess a current, valid California driver's license.

Skills, Knowledge, and Abilities:

- Must demonstrate a strong desire and ability to work with children and teens.
- Must relate well with all age groups.
- Must possess a good knowledge of the Bible and the teachings and doctrine of the Lutheran church.
- Must exhibit personal faith through regular worship and participation in a church community.
- Must be able to work well with adult volunteers and to delegate tasks and projects effectively.
- Must demonstrate a high level of enthusiasm and energy.
- Be able to use technology to advertise and report activities (facebook, instagram , etc)

DUTIES AND RESPONSIBILITIES:

SUNDAY SCHOOL

- Oversee Sunday school programs, including recruiting and training Sunday school teachers; reviewing and ordering curriculum; planning and recruiting volunteers for Vacation Bible School; and coordinating other key events, including outreach opportunities.

CONFIRMATION

- Work with the pastor(s) to plan the confirmation program with assistance from volunteers and/or staff.
- Work with the pastor to recruit and train confirmation teachers.
- Work with teachers to plan and coordinate confirmation activities and provide additional service and fellowship opportunities for middle school students, including service projects, middle school youth gatherings, and confirmation camp.

HIGH SCHOOL

- Oversee the high school program with assistance from volunteers and/or staff.
- Empower and work with the Senior High Youth Leader and student leaders.
- Plan, publicize, and attend a one-week minimum summer trip (youth gathering) or mission trip and implement fund-raising activities to support this event.

SPIRITUAL DEVELOPMENT

- Encourage children and teens toward spiritual growth; love for God and one another; and service to the church, community, and world.
- Pray for the youth and their families.
- Build relationships with children and teens participating in the program.

ADMINISTRATION

- Supervise the High School Youth Leader and the Child Care Provider.
- Ensure effective communication and coordination to and between volunteers and staff involved in children and teen ministries.
- Coordinate with the pastor(s) and volunteers to encourage children and teen participation in worship activities.
- Ensure that all volunteers are trained in the policies and procedures outlined in Mt. Carmel's safeguarding policy; coordinate with the Parish Administrator to conduct background checks as required.
- Submit articles for publication in the various media of the congregation.
- Attend CAT team meetings, develop agendas, and provide information and recommendations.
- Attend meetings of the Congregational Council as necessary.
- Attend scheduled staff meetings.

SALARY: **Salary Range: \$35,000-\$40,000.** This is a salaried, full-time position of 40 hours/week. Because of the program requirements in the evening and weekends there is flexibility in the scheduling of the work week.

FRINGE BENEFITS: Sick leave, vacation (No Health Benefits at this Time)