

Director of Youth and Family Ministry
Zion Lutheran Church
Up to 20 hours/week

Administrative responsibilities:

- 1) Meet regularly with Pastor, Education Committee and teachers/volunteers
- 2) Provide monthly Tidings articles, council reports and annual report on Youth and Education activities for Zion Annual Report
- 3) Review curriculum and activities for all educational programs including but not limited to Vacation Bible School, confirmation, Sunday School, and after-school programs. Make recommendations for improvement annually in conjunction with Pastor
- 4) Support Youth and Educational programming with fundraising events.
- 5) Maintain/update the website and social media in coordination with the Pastor and Administrative Assistant. Maintain bulletin boards and assist with PowerPoint for the worship services.

General Duties:

- 1) Recruit Volunteers for educational/family ministries
- 2) Plan and implement all youth meetings/events
- 3) Set schedules for all activities in conjunction with Pastor
- 4) Teach confirmation with the Pastor
- 5) Schedule/plan confirmation, other events, ceremonies and parental support (food, etc)
- 6) Schedule and train acolytes and media assistants
- 7) Share children's sermon responsibilities with Pastor
- 8) Coordinate Bible camp registration and related activities
- 9) Schedule, coordinate and assist with Vacation Bible School
- 10) Coordinate and implement Sunday Story Time Ministry
- 11) Other duties as assigned by the Pastor
- 12) Fifteen of the 20 hours per week shall be used as office hours on site or in group activities. Regular office hours are to be maintained on certain days of the week as well as evening hours. Inform the Pastor if hours need to be rescheduled due to extenuating circumstances. Time sheet will be completed biweekly and submitted. For special events that contribute to exceeding the usual 20 hours per week, the extra hours may be banked as comp time.
- 13) Mileage may be paid when transporting youth to events.
- 14) The position includes one week of paid vacation per calendar year based on the average weekly hours worked. Vacation does not carry over to the next calendar year.

Approved by Zion Council May 21, 2019