

Draft Job Description for New Position that Focuses on Youth and families with young children

TITLE

Assistant Director of Spiritual Education and Service (title is work in progress)

PURPOSE

The person will be responsible for the development, implementation, oversight and leading of a Christian educational program for families with young children and youth that will facilitate the spiritual growth of our congregation and community.

MINISTRY DUTIES AND RESPONSIBILITIES

- Demonstrate knowledge of Scripture and Lutheran theology.
- As a member of the congregation, be faithful in worship, Holy Communion and the study of God's Word.
- Model commitment to the mission and vision of Our Shepherd.
- Establish, communicate and oversee the overall mission, goals and objectives of the educational programs of the congregation for children from birth through high school, working closely with the pastoral staff, Elders, and Board for Spiritual Education and Service.
Programs will include, but not limited to:
 - Sunday school, VBS, Baptism preparation, First Communion, Confirmation, Middle School and High School Ministries, and related community outreach.
- Assist in the creation of small group Bible studies at a variety of age and educational levels.
- Encourage congregational participation in education ministries and provide leadership in teaching and nurturing staff and volunteer leaders who work and support the family ministry efforts of the congregation.
- Communicate frequently and meet regularly with the pastoral staff and the Board for Spiritual Education and Service.
- Keep current with new developments and resources for Christian education through continuing education.
- Plan, promote and participate in spiritual renewal opportunities such as retreats, youth gatherings, conferences, and servant events.
- Participate in congregational meetings and voter's assemblies.
- Utilize social media to connect and communicate in an effective way.

DESIRED ATTRIBUTES

- Demonstrates integrity
- Possesses an outgoing, energetic, and encouraging personality
- Committed to current educational methods
- Good listener and communicator

- Proficient in planning and managing a budget
- Exhibits excellent written and verbal communication skills
- Relates well to people of all ages and diverse backgrounds, skills and abilities
- Demonstrates proficiency in the use of communication technology
- Possesses organizational and administrative skills appropriate to the position

PREFERRED EDUCATION

- Graduate of the Concordia System's Director of Christian Education or Family Life programs.
- Bachelor's degree from an accredited LCMS institution with studies appropriate for the position.

PREFERRED EXPERIENCE

Recent Concordia graduate to 3 years working experience with Family Life ministries in an LCMS congregation.

ACCOUNTABILITY

Accountable to the membership of Our Shepherd Lutheran Church, reporting directly to the Director of Spiritual Education and Service, with spiritual oversight provided by the Board of Elders and administrative oversight provided by the Board for Spiritual Education and Service.