

## **Messiah Lutheran Church Director of Christian Discipleship**

### **Position Overview:**

This full-time, exempt staff position will oversee all aspects of the congregation's youth, family and discipleship ministries and ensure that faith formation opportunities are provided for all ages through a variety of ministry opportunities and programming.

**Reports to:** Ministries Coordinator

**Supervises:** Nursery Coordinator, Other paid staff/ministry volunteers with responsibilities in the area of children, youth or adult discipleship

**Hours:** Full-time, flexible schedule – approximately 40 hours/week. Work-flow will vary throughout the year depending on ministry needs.

### **Personal and Professional Characteristics:**

A caring Christian, dedicated to the congregation's mission of welcoming all, making disciples, hungering for ministry, nurturing youth, gathering resources for growing ministries, and offering healing and care to all in need. This person will have:

1. A strong Christian faith with the ability to convey those beliefs to others.
2. An understanding of Biblical Studies, Lutheran theology and confessional writing.
3. A Bachelor's degree and work experience in Christian ministry or non-profit setting.
4. Training in youth and family ministry, or be willing to complete during the first six months of employment.
5. A commitment to being a positive role model of the Christian faith and witness.
6. Strong interpersonal relationship skills with the ability to motivate and relate to people of all ages and backgrounds.
7. An ability to establish good rapport and communication with volunteers, congregational members and other staff.
8. Commitment to personal spiritual growth and professional development.
9. An ability to nurture and support volunteers.
10. Experience in forming, leading and working with teams of people to accomplish a goal.
11. Strong leadership skills with the ability to delegate.
12. Strong verbal and written communication skills with the ability to speak comfortably before the congregation or other large groups.
13. A working knowledge of computer applications to support publicity, communications, and record keeping.

### **Principal Duties and Responsibilities:**

1. Develops, supports and regularly evaluates the components of a comprehensive congregational youth and family ministry.
2. Develops, supports and regularly evaluates the components of a comprehensive discipleship ministry (e.g., Christian Education classes, Bible studies, small groups, etc.)

3. Supervises all lay volunteers for the ministry teams to support youth, family, and discipleship programming.
4. Works with Ministries Coordinator to recruit all lay volunteers for youth, family, and discipleship ministry teams.
5. Ensures that training is provided to all youth, family, and discipleship ministry volunteers.
6. In conjunction with the Christian Education team, reviews, recommends, or develops curriculum for use in all discipleship classes, confirmation, small groups, or faith milestones consistent with sound theology as understood through the Lutheran perspective.
7. Oversees the congregation's Safe Child/Youth Policy.
8. Supervises the Nursery Coordinator/Attendants and nursery operations.
9. Supervises any paid staff with specific responsibilities in youth, family, and discipleship ministries. \* Positions may be added as needs are determined \*
10. Regularly attends all congregational worship services on a rotational basis to build relationships with congregational members of all ages.
11. Works with the Welcoming Minister to ensure that worship guests with children and youth are provided information regarding youth and family ministries.
12. Works with Parish Nurse to support a ministry to new and expectant parents.
13. Coordinates the campus/college-age ministry of the congregation.
14. Coordinates the Neighborhood/Holland School Outreach Team.
15. Serves as a member of the Messiah Lighthouse Child and Family Development Center Advisory Board.
16. Works with Ministries Coordinator to identify potential ministry volunteers with specific gifts to meet specific ministry needs.
17. Serves as staff support to outside congregational youth groups utilizing congregational facilities.
18. Serves as staff support to the Youth and Family Ministry and Discipleship teams and attends meetings when necessary.
19. Attends staff meetings as scheduled.
20. Coordinates with Office Administrator to maintain an accurate database of all Youth, Family, and Discipleship ministries and monitors attendance patterns for all groups and classes.
21. Coordinates with Office Administrator publicity (e.g., brochures, Spirit, The Messenger, etc.) for all congregational youth, family, and discipleship ministries.
22. Determines budgetary needs for youth, family, and discipleship ministries and manages allocated funds from congregational budget.
23. Follows the procedures and guidelines for the procurement of supplies for youth, family and discipleship ministries.

Revised: January 2012