

## CALVARY LUTHERAN CHURCH (CLC)

### **Director of Family Ministries**

#### **SUMMARY:**

Must have a B.A. Degree from an accredited college with course work in children, youth, and/or family ministries or equivalent experience including children's music programs. Applicant must have excellent verbal, written, public speaking and computer technology skills. If you love Jesus and are seeking a fulfilling opportunity, mail a Letter of Interest and a Resume with References to: Calvary Lutheran Church, c/o Mutual Ministry, 909 NE A Street, Grants Pass, OR 97526. PLEASE NO PHONE CALLS.

### **JOB DESCRIPTION**

#### **OBJECTIVE:**

The Director of Family Ministries serves under the direct supervision of the Pastor, to develop, implement and administer programming, fellowship, service and worship opportunities for children, youth, and families at Calvary Lutheran Church.

#### **GENERAL DUTIES:**

Initiate, develop and maintain effective programs to reach out to families with children (birth to age 18), especially families without a church background and, in the midst of their busy lives, help them integrate into CLC.

Build and maintain teaching teams for children, youth and adults. Provide mentorship, leadership, and guidance for the teachers and leaders.

Partner with teachers and the Parish Education Committee to choose and implement curriculum for all age groups, birth through adult.

Partner with teachers to provide weekly educational opportunities for all age groups, birth through adult.

Design, lead, and coordinate year-round activities to foster spiritual growth, fellowship and fun including but not limited to:

Vacation Bible School - Rally Sunday - Summer Activities - Summer Camp  
Advent Activities - Christmas Youth and Children's Service - Easter Sunday Activities  
-Mother's Day and Father's Day - End of School Celebration

Attend monthly Parish Education Committee meetings.

Attend church-wide fellowship activities, and additional meetings as needed.

Communicate regularly with the congregation about children, youth, and family through the church bulletin, slides, the *Calvary Caller*, the website, mailers, and social media.

**SPIRITUAL GROWTH AND FORMATION:**

Must have a Christ-centered worldview.

Maintain an active relationship with and love for Jesus.

Attend Sunday morning worship services, tithe regularly, and participate in church activities.

**ESSENTIAL QUALIFICATIONS:**

1. Self-motivated and possess good communication and interpersonal skills across an inter-generational church community.
2. Ability to build teams and relationships and provide mentorship for staff and volunteers.
3. Skilled in recruiting and maintaining volunteers to serve on teams.
4. Friendly, organized, capable in basic program administration (budgeting and event planning).
5. Must have the ability to identify issues and solve problems, use personal and professional discretion, and maintain boundaries and confidentiality.

**QUALIFICATIONS:**

1. Bachelor's Degree from an accredited college with course work in children, youth, and/or family ministries or equivalent experience.
2. An appreciation of music and/or music skills.
3. Must have excellent verbal and written communication skills, including public speaking.
4. Proficient with computer technology.

**REQUIREMENTS:**

1. Possess a valid Oregon driver's license and personal transportation.
2. Be available for occasional travel for youth-involved CLC activities.
3. Pass mandatory background and drug testing. CLC maintains a smoke- and drug-free environment.
4. The ability to adapt to flexible work hours, including weekends and some evenings.

**REPORTING RELATIONSHIP:**

The Director of Family Ministries reports to the supervising pastor.

This is a Full Time support staff position.

**COMPENSATION:**

\$32,000/year, Benefits Included, Hours TBD

**EVALUATION:**

A performance review will be conducted after 90 days of employment, then annually.

The review will be with the supervising pastor. The Mutual Ministries Committee will review the adequacy of compensation.

**EMPLOYMENT AT WILL:**

The relationship between you and CLC is referred to as “employment at will.” This means that your employment can be terminated at any time for any reason, with or without cause, with or without notice, by you or CLC. No representative of CLC has authority to enter into any agreement contrary to the foregoing “employment at will” relationship. You understand that your employment is “at will”, and you acknowledge that no oral or written statements or representations regarding your employment can alter your at will employment status, except for a written statement signed by you and the church's pastor.

**AMERICANS WITH DISABILITIES ACT SPECIFICATIONS:**

While performing the duties of the position, the employee may occasionally be required to stand, walk, sit, use hands and fingers, handle or feel objects, use tools or controls, reach with hands and arms, climb stairs, balance, stoop, kneel, crouch or crawl, talk or hear, taste or smell. The employee may occasionally be required to lift and/or move up to 50 pounds. Specific vision abilities required by the job may include close vision, distance vision, color vision, peripheral vision, depth vision, depth perception, and the ability to adjust focus.

All staff members of CLC are expected to maintain good, positive, professional working relationships, and work as a team member with the pastor and any related volunteer lay committees. Must maintain a dress code appropriate to working in a church environment.