



# Mount Calvary Lutheran Church & Christian Preschool – Childcare

908 West Oak Street, Greenville, Michigan 48838

Pastor Jeff Wilhelm

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**POSITION TITLE:** Director of Youth and Family Ministry

**REPORTS TO:** Pastor (secondary supervisor: Childcare Director)

**POSITION STATUS:** Full-time Employee; hours may vary depending on availability and experience/skill set of candidate

**MEMBERSHIP STATUS:** This position requires membership at Mount Calvary LCMS, Greenville

**POSITION SUMMARY:** Lead and coordinate youth and family ministry (to include preschool through teens), which includes Sunday School, Mid-Week Activities, Special Events, and being part of the Childcare team

**COMPENSATION:** Commensurate with skills and experience (following Michigan District, LCMS Guidelines)

## GENERAL QUALIFICATIONS FOR THIS POSITION:

- Desire to work in children's ministry as a way to serve God and advance His kingdom
- Knowledge and skills to serve in children and family ministry - work with children, volunteers, staff, and parents to coordinate ministry goals and activities
- Energetic, entrepreneurial, and charismatic with strong leadership and organizational skills; self-starter and high degree of discipline and strategic focus
- Ability to make changes, corrections and solve problems quickly under pressure
- Criminal background check clearance
- Abide by all policies of Mount Calvary Lutheran Church and Christian Preschool & Childcare

## GENERAL EXPECTATIONS FOR ALL EMPLOYEES OF CHURCH:

- Servant attitude towards God, leaders, other team members, the church, and guests
- A desire and ability to work as a team and cooperate with others to meet stated goals
- Be punctual and attend all required events and activities
- Follow directions and leadership of supervisor, Pastor
- Communicate openly and honestly with supervisor and staff about needs, problems, and ideas for improvement
- Resolve problems in a resourceful, Christ-like manner
- Abide by doctrinal tenets of the congregation as described in the Constitution and Bylaws

### **SPECIFIC RESPONSIBILITIES AND JOB DUTIES:**

- Lead and coordinate Youth & Family Ministry of the congregation
- Recruit and manage training and support for Youth & Family Ministry Team members, including Sunday School, Mid-Week, and Special Event Leaders and Volunteers
- Prepare and manage budget for youth and family ministry
- Manage the distribution and allocation of curriculum and supplies
- Provide Staff Assistance in the Childcare Center (e.g. afternoons – after school)
- Participate in staff meetings
- Help organize & participate in outreach activities to families
- Communicate youth and family ministry activities to the church through periodic reports
- Plan and support special events including marketing efforts—website, social media, print materials, etc.

### **EXPERIENCE, EDUCATION, AND SKILLS**

- 2+ years experience in youth ministry and/or management of family-friendly programs required
- Four year college degree in a related area preferred
- Microsoft Office capability