

Appendix C

Sample Job Descriptions

These and several others are available from the Lutheran Church-Missouri Synod website under the following link:

www.lcms.org/Document.fdoc?src=lcm&id=1195

MINISTRY STAFF JOB DESCRIPTION

POSITION: DIRECTOR OF CHRISTIAN EDUCATION

ACCOUNTABLE TO: (_____)

PURPOSE: To provide leadership in the church's programs for youth and parish education.

PRIMARY DUTIES AND RESPONSIBILITIES: Youth Ministry

1. Plan, direct, lead and focus programs of nurture, service, education and fellowship for the total parish youth ministry.
2. Assimilate newly confirmed and high-school youth into youth ministry and congregational life responsibilities.
3. Provide leadership in the congregational young adult and campus ministries.
4. Encourage and promote spiritual renewal opportunities, including retreats, youth gatherings, conferences, servant events, etc., as well as small-group Bible studies.
5. Counsel and equip youth to minister to each other, to the congregation, to inactive youth and to unchurched youth.
6. Identify, recruit and train lay adult volunteers to assist in youth in programs.
7. Serve as a resource person and advisor to the Board of Youth.

Education

1. Help the Board of Education plan and direct programs of Christian education, such as Sunday school, vacation Bible school, adult Bible studies, family ministry, etc.
2. Help recruit, train and equip teachers and staff of the various Christian education programs.
3. Help the Pastor to plan and teach confirmation.
4. Serve as a resource person and advisor to the Board of Christian Education and the School Board.

Shared Responsibilities with Pastor and Vicar

1. Care and counseling of youth.
2. Teaching in classes.
3. Young adult and campus ministry
4. Others as mutually agreed upon.

PHYSICAL AND MENTAL REQUIREMENTS:

ENVIRONMENTAL CONDITIONS:

MINISTRY STAFF JOB DESCRIPTION

POSITION: DIRECTOR OF YOUTH MINISTRIES

ACCOUNTABLE TO: (_____)

PURPOSE: To serve the church by developing, coordinating and administering an effective and comprehensive ministry to the junior- high and senior-high youth of the church and providing leadership to and supervision of staff members and volunteers involved in this ministry.

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Supervise the youth ministry program including: worship; education; spiritual development; evangelism; missions; fellowship; affirmation of youth; and support of families of youth.
2. Work with youth directors and leaders to develop youth activities and curriculum.
3. Work with youth directors in preparing the annual budget for the Department of Youth Ministries.
4. Oversee the planning of youth programs for special services, such as Youth Sunday, Easter, Thanksgiving, and/or Christmas.
5. Work with youth directors to recruit and train volunteers for leadership in youth ministry.
6. Oversee the care of equipment related to youth ministry. Purchase supplies, materials and equipment as authorized.
7. Coordinate youth activities with the church master program and facilities calendar.
8. Develop and implement programs to effectively transition youth from one grade level to the next.
9. Counsel youth and parents who need guidance.
10. Assist in worship and preach at the request of the Senior Pastor. Teach Sunday morning classes and midweek Bible studies.
11. Administer the work of the Department of Youth Ministries by encouraging teamwork and mutual support, and by providing leadership and nurture to staff members who work in the department.
12. Establish departmental goals and objectives by prioritizing related programs, managing the use of facilities, planning an appropriate budget, delegating tasks and evaluating progress regularly.
13. Work with appropriate committees, officers and leaders in carrying out the youth ministry of the church.
14. Attend staff meetings and retreats.
15. Attend board meetings as a resource and for informational purposes.
16. Represent the church by serving on appropriate denomination committees and community organizations.
17. Cooperate with the (_____) by performing any other duties when asked to do so.

PHYSICAL AND MENTAL REQUIREMENTS:

ENVIRONMENTAL CONDITIONS:

MINISTRY STAFF JOB DESCRIPTION

POSITION: DIRECTOR OF FAMILY MINISTRY

ACCOUNTABLE TO: (_____)

PURPOSE: To serve the church by developing, coordinating and administering an effective Family Ministry program to the church by providing leadership to and supervision of staff members and others involved in this ministry.

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Oversees all program ministry including: older adults, widows, widowers, singles in specific age groups, families with and without children, college-age young people, areas of special need or interest.
2. Works with the pastor(s) to develop strategies for reaching the lost with ministry.
3. Works with the pastor(s) to develop strategies for reaching diverse age groups with ministry.
4. Develops and facilitates the initiation and growth of ministry groups for the congregation members who meet, first and foremost, spiritual needs, and also serve as a place where Christian fellowship abounds.
5. Develops groups to provide assimilation opportunities for those joining the congregation.
6. Serves as a resource to provide Bible study materials, Christian education resources, family enrichment, and other materials for individuals or groups needing assistance.
7. Oversees the small-group Bible studies and facilitates the growth of this program.
8. Works with the Director of Youth to encourage and assist parents in the spiritual nurture of their children.
9. Works under the direction of the pastor and serves as an advisor to the Board of Christian Education and the church council.
10. Conducts Rainbows Program as a trained facilitator.

11. Delegates responsibility and leadership to members of the congregation (for example, divorce care facilitators, marriage mentors, Bible study teachers, small group Bible study leaders, Women's Friendship breakfast, Men's breakfast, congregational retreat, etc.).
12. Authorized to spend financial resources designated for Family Ministry or allotted to the Board of Christian Education.

PHYSICAL AND MENTAL REQUIREMENTS:

ENVIRONMENTAL CONDITIONS: