

Christ Lutheran Church (CLC), a member of the Evangelical Lutheran Church in America (ELCA), located in Georgetown, Texas, is seeking a qualified Director of Family Ministry. Resumes will be accepted until March 1, 2012, or until the position is filled. Please forward all resumes to clcoffice@clcgtn.org or mail to P.O. Box 895, Georgetown, TX 78627-0895. The phone number is (512) 863-2844.

Job Description

Job Title: Director of Family Ministries – ¾ Time
Reports to: Senior Pastor & Christian Education and Youth Committee (CEYC)
Function: To provide vision, leadership and coordination for ministries related to the faith formation of youth & families at Christ Lutheran Church. Director of Family Ministries will work with the support of, and in close cooperation with the CEYC.

Performance Review: The Director of Family Ministries will be reviewed after the initial 3, 6, and 12 months of employment, and then annually; first by CEYC and/or the Director of Family Ministry’s Mutual Ministries Team. This review will be given to Senior Pastor and Executive Committee for a final review.

Qualifications & Skills Desired

- Bachelor’s degree in a field appropriate to position or significant experience in a related Christian field.
- Must be willing to attend the Youth and Family Ministry Certification. CLC will pay for the training course needed; but there will be a three (3) year job commitment after completion of the course, or the money must be refunded to CLC by Director of Family Ministry on a prorated basis.
- Be understanding and appreciative of the Lutheran traditions, teachings and doctrinal heritage of the ELCA.
- People oriented and ability to work individually as well as within a team environment.
- Possess leadership, administrative and organizational skills.
- Commitment to Christ in personal and work life.

Time	Duties and Responsibilities: Including, but not limited to the following...
35%	<p>Program Responsibilities</p> <ul style="list-style-type: none"> • Assess, design and implement the vision of CLC’s Youth & Family Ministry with the assistance of the CEYC. • Encourage and have open communication with congregation, youth and parents. Communicate CEYC vision and plan of action with the congregation. • Recruit, develop and train volunteers/adult sponsors to implement this vision and plan of action. • Ensure that program content is concurrent with the goals of faith growth and development by teaming with staff and CEYC.

<h1>50%</h1>	<p>Youth & Family Leadership</p> <ul style="list-style-type: none">• Plan & coordinate the Family Sunday Programs.• Plan, implement, and attend regular retreats, events, programs, camps & mission trips for youth and families of all ages as deemed appropriate.• Maintain a consistent presence with all ages of youth & their parents.• Coordinate recruitment, training, and leadership development of youth group sponsors.• Coordinate, with the assistance of youth sponsors, special events such as Day Camp, summer camp, etc.• Communicate all events or classes through all forms of available communication, including but not limited to; newsletter, bulletin, emails, phone calls, announcements in church.• Maintain scheduled and publicized office hours, allowing for schedule flexibility.• Attend continuing education annually as approved by the Senior Pastor.
<h1>15%</h1>	<p>Administrative Responsibilities</p> <ul style="list-style-type: none">• Attend scheduled staff, council, CEYC meetings and related Youth and Family Committee meetings.• Provide monthly Family Ministries Report for CLC church council meeting.• Maintain an accurate calendar of youth & family ministry events & deadlines.• Participate in the annual budget process with the CEYC.• Maintain a ministry log and files.• Report mileage for ministry related activities per month.