

TITLE: Faith Formation and Family Ministry Associate

ACCOUNTABLE TO:

Family, Youth and Outreach Pastor. (FYO Pastor)

GENERAL PURPOSE OF POSITION:

Faith Formation (Children, Youth and Family) Ministry is a holistic and intergenerational approach to ministry. It is Christ-centered ministry, not just to children or to youth, but to the whole family connected to our youth and children. Children, Youth and Family Ministry is not separated from the whole ministry of the congregation, but is a vital part of everything God is doing in the community through the congregation in nurturing, making disciples, sharing and passing on the Christian faith.

SPECIFIC DUTIES:

Duties and Responsibilities

- Assist the FYO Pastor in planning calendar events, developing and managing budget, and communicating and promoting child, youth and family activities. This includes the planning, coordinating and promoting of approved fundraisers.
- Help coordinate Faith Formation programs of Calvary Lutheran.
 - Email reminders to invited participants
 - Help promote events within the congregation.
 - Coordinate social media about programs/events
 - Arrange for necessary supplies
 - Help Recruit Volunteers/ calls, email reminders
- Work with church office and membership database to keep updated class rosters for Sunday School, Confirmation and High School Youth.
- Assist with Wednesday night programming
- Work with FYO Pastor to communicate with Confirmation Small Group Leaders and Sunday School teachers
- Help manage Safe Guard from Abuse Program - keep track of volunteer training
- Help prepare/order educational materials and equipment under direction of FYO Pastor
- Organize, maintain inventory, and provide for maintenance and control of educational materials and equipment.
- Work with FYO Pastor to coordinate and organize logistics of retreats, lock-ins, trips, conventions and service projects in the community and elsewhere
- Carry out the direction of the FYO Pastor to implement the Sunday School ministry, Milestone Ministry, Vacation Bible School ministry, and the parish Bible camp and retreat ministry.

- Maintain communications with pastoral staff, Board of Children & Family/Youth and Family, and Church Council by attending weekly staff meetings, and monthly Church Council and Board of Children/Youth & Family meetings.

Relational Ministry

- Always foster Christ-centered relationships with children and their families.
- Get to know members of the congregation.
- Seek out the unique gifts of members and encourage the use of these gifts in ministry with children, youth and family faith life at Calvary Lutheran.
- Maintain confidentiality.

GENERAL

- Comply with employment policies and practices as described in the Congregation Personnel Manual.
- Maintain regularity and continuity with agreed upon office hours at the church.

PERSONAL QUALITIES:

- Displays genuine interest in children, youth and their families, and can foster their mutual trust and respect.
- Is a coordinator, and a doer. Is able to generate new ideas.
- Is a team player, who is committed to one's designated role and job function.
- Is reliable, consistent, and steady in weekly routine and schedule. Manages personal, family, and work time well.
- Relates to those of all ages and is accessible to people.
- Possesses a confident, positive outlook, and is able to laugh at self and share a sense of humor.
- Displays a gracious attitude about life, faith, the Church, and its mission.
- Is a Baptized follower of Christ
- Lives into the Lutheran theological understandings and core values.
- Is in agreement with the ELCA DEI Policies and statements.