

**ALLEGHENY EVANGELICAL LUTHERAN CHURCH**  
**JOB DESCRIPTION**

**Job Title:** Director of Christian Youth and Family Ministries

**Accountability/Relationship:** The Director of Christian Youth and Family Ministries is accountable to the Church Council through the Pastor. Candidates and employees are subject to approval/clearance from Commonwealth agencies and Pennsylvania State Police related to youth activities.

**Hours Per Week:** Full time, Salary

**Salary/Hour Rate:** Compensation is recommended by the Executive Committee, budgeted by the Church Council and approved by the congregation each year.

**Job Qualifications:**

Christian/Lutheran preferably/Worships regularly  
Trustworthy  
Able to keep confidences  
Relates well to people  
Bachelor's degree preferred  
Excellent organizational skills  
Ability to prioritize work to meet deadlines  
Team player with volunteers and staff

**Summary of Responsibilities:**

The Director of Christian Youth and Family Ministries will provide youth and family education and fellowship through Youth Activities, Adult Programs and Family Life Ministry.

**Detailed Responsibilities:**

**1. Oversees Youth Activity Programs**

- Provides activities and study to all youth
- Provides activities to the different age groups as appropriate
- Provides educational guidance and support to AELC youth leaders
- Works with the Pastor and reports planned activities to the Church Council
- Works with and assists the Pastor with Confirmation Classes
- Instills Christian fellowship in all youth activities

Oversees Sunday School Program (preschool through and including adult)

- Select and oversees all Sunday School Curriculum
- Evaluates Sunday School classes' activities
- Provides guidance and support to all Sunday School teachers as needed.

2. Designs and oversees Youth and Family Ministry Programs in collaboration and coordination with staff and others.
3. Pursues innovative ways to enhance the Family Life Programs through continued education.
4. Identifies the talents and gifts within the congregation and finds ways to use the same.
5. Administration:
  - Meets regularly with Pastor and staff, as well as the Youth and Family Ministry Committee.
  - Provides a monthly report to Church Council on all Youth and Family Ministry programs.
  - When necessary, submits information to the church office administrator for inclusion in the newsletter.
6. Attends all Youth and Family Ministry functions and pertinent committee meetings.
7. Other duties as assigned.

**Second Revision: 5/4/09**