

**Job Description:** Director of Family Faith Ministries

**Reports to:** Senior Pastor

**Oversight by:** Congregation Council



**Classification:** Exempt (special classification)

**Role Responsibilities and Duties:** The Director of Family Faith Ministries at St. Paul Lutheran Church in Bulverde, TX, aka Red Roof Church, will be responsible for the development and execution of a comprehensive program for Christian discipleship of families in the Lutheran Faith, including partnering with and equipping parents, developing and overseeing ministry and outreach for students ages birth through senior high school. This position will be the primary pastor and shepherd of the junior and senior high students.

This pastoral position will develop and implement teaching, recruiting, training and deployment of volunteer leaders, and provide support systems that will enable the families of St. Paul to fulfill its vision of loving God and loving others. He/she will have a paid assistant for 10-12 hours per week.

#### **REQUIRED QUALIFICATIONS**

- A bachelor's degree from an accredited Bible college, university, seminary, or equivalent, with a concentration in student and/or family pastoral ministry.
- 3-5 years' relevant experience.
- A strong personal relationship with Jesus Christ as evidenced by spiritual maturity and stability.
- A love for students and families, and the ability to connect with all generations.
- Self-motivated, results-oriented, independent worker with the leadership and administrative skills necessary to recruit, engage, and lead teams, but who also thrives in a collaborative environment.
- Strong conflict management and public relation skills and calm under pressure and/or in emergency situations.

#### **DESIRED QUALIFICATIONS**

- Experienced in recruiting, organizing and developing volunteer and leadership teams.
- A high energy leader and team builder with passion for lost people in the community.
- Crisis management experience.
- Ability to utilize technology and communication systems to spread the Good News.

#### **Planning & Programming (50%)**

- Plan and lead Sunday morning and midweek gatherings for all students, including music, media, message, set up/tear down, and other activities.
- Coordinate and attend confirmation camps, student mission trips, fundraisers, and events.
- Establish and oversee a comprehensive curriculum between all areas of the family ministries.
- Develop and implement a plan for on-going parent training and encouragement, which may include Bible studies to help them understand their role and responsibilities in discipling their children.

- Oversee the safety of students and volunteers by ensuring all volunteers have met appropriate safety protocols.

### **Leadership Development and Care (25%)**

- Provide leadership, direction, and cohesion within the family ministries teams.
- Equip, encourage and care for family ministry volunteers as they lead their teams/classes.
- Ensure that new volunteers are equipped to effectively minister to students and their parents.

### **Church Leadership (12.5%)**

- Be a part of the Pastoral Lead team to help fulfill the church's vision by leading, supporting and assessing the faith formation ministry at St. Paul Lutheran Church.
- Support parents in their calling as key teachers of faith for their children.
- Assist in helping to care for the congregational needs of the church.
- Help in church wide events to support the mission and vision of the church.
- Participate in all staff meetings and prayer times.
- Provide theological leadership and biblical teaching to the congregation.
- Manage the budgets for the student ministry teams.

### **Developing Relationships (12.5%)**

- Communicate frequently and work with staff to carry out the ministries of education, youth, fellowship, health, and adults.
- Building relationships with parents to encourage parental participation in ministries; this will include developing an effective means of communicating directly with students and parents.
- Home visits with students and their parents.

### **ADDITIONAL RESPONSIBILITIES**

- Develop and maintain a positive, healthy "team spirit" and relationship with staff, recognizing and valuing each person and each role.
- Live an exemplary personal life of spiritual devotion and leadership that is in harmony with clear Biblical standards.
- Participate actively in the pursuit of genuine relationships with the people of St. Paul, to be the "church" and to promote cross-generational and multi-cultural relationships and ministry.
- Handle administrative duties and responsibilities with diligence and integrity, paying careful attention to details and deadlines, and seeking to complete assigned tasks on time.
- Maintain open lines of communication with the Lead Pastor and Leadership Team regarding ministry-related issues.
- Willingness to become ordained.