



January 10, 2018

**Job Announcement**  
**Director of Children, Youth, and Families Faith Formation**

**Lynnhurst Congregational United Church of Christ**, located in Southwest Minneapolis, is searching for an energetic and creative person with a mature Christian faith to serve as its *Director of Children Youth and Families Faith Formation*.

Lynnhurst UCC is a progressive Christian community fueled by a deep and open faith, a passion for justice, and a desire to create an environment welcoming to all. We believe this includes our children and youth.

The Director of Children, Youth and Families Faith Formation is expected to develop and lead the faith-based learning and spiritual programs for the children, youth, and families of the church. The Director will be responsible to work with the Senior Pastor and the Christian Education Committee to implement Sunday school activities for children, to develop age-appropriate activities for middle and high school youth, to plan and stage intergenerational events for families, and to coordinate a summer youth mission trip.

The position is half-time (20 hours per week, \$18-\$20 an hour DOE) from August to mid-June. Individuals who are interested in being considered for the position should forward their resume along with a cover letter promptly to:

Search Committee - DCYFFF  
Lynnhurst Congregational UCC  
4501 Colfax Ave South  
Minneapolis MN 55419

Position open until filled.

Or attach cover letter and resume and send to: [pastorcynthia@lynnhurstucc.org](mailto:pastorcynthia@lynnhurstucc.org)

You can learn more about the position and about the Lynnhurst UCC by going to our web site at: <http://www.lynnhurstucc.org/>



## Job Description

### POSITION: Director of Children, Youth, and Families Faith Formation

#### Position Purpose:

At Lynnhurst Church, we believe that faith, justice, and an open heart begins with the care and nurture of our children and youth. The Lynnhurst Church Director of Children, Youth and Families Faith Formation will lead the faith-based learning and spiritual growth experiences for children, youth, and families to develop faith that is lifelong. The Director will be responsible for Sunday school activities, coordinating regular Youth Group (middle school and high school) activities, and intergenerational activities with support of the Christian Education committee and Senior Pastor.

#### Working Conditions, Compensation, and Benefits:

This position is for 10.5 months of the year, from August to mid-June, and the work agreement will be renewed yearly on July 1. Any compensation or benefit adjustments will be made at that time.

1. 20 hours per week; including Sunday mornings.
2. Any requested leave is to be coordinated with the Senior Pastor and the Christian Education committee.
3. Attendance and leadership of any summer youth trip is expected. Compensation is negotiated separately from base salary.
4. 2 weeks PTO, including 2 Sundays.

#### Supervision and Performance Appraisal:

1. The Director of Faith Formation reports directly to the Senior Pastor with assistance and support from the Christian Education committee.
2. An annual performance review will be conducted prior to June 30. The review will be coordinated by the Personnel committee, led by the Senior Pastor, and assisted by a representative of the Christian Education committee.

#### Responsibilities:

1. *Relationship building.* 25%
  - Seek to create and develop a sense of belonging with the youth and children, integrate different personalities, and respect and honor differences.
  - Be a mentor and role model for youth and children.
  - Build relationships with children, youth, and families. Develop relationships with congregation members of all ages by attending church functions.
  - Be a visual presence and role model for youth and children on Sunday morning, including leading Time for Children twice a month.
  - Understand and use appropriate social media to stay in touch.
  - Communicate with parents, youth and children, Sunday school teachers, TRUST representatives, and other Lynnhurst staff, as well as the congregation, in planning youth activities and keeping all parties informed of upcoming events and activities.
2. *Coordinate Youth activities for middle and high school.* 25%
  - Organize and conduct Sunday morning faith formation activities for youth up to twice a month. Volunteer teachers will lead Sunday school discussions with the youth at least one Sunday each month. Typically, youth will remain in worship two Sundays each month.
  - Meet with and mentor volunteer Youth Group teachers for Sunday school planning purposes.



- Assess the desire for, organize and facilitate regular youth activities at a time other than Sunday morning.
  - Work with the Christian Education and Mission teams to assess the desire for a youth (or intergenerational) mission work. Engage the youth in planning, fund-raising, and promoting the opportunity.
  - Serve as liaison to TRUST Youth Group organization.
  - Plan and coordinate the confirmation classes with the Senior Pastor. Assist the Senior Pastor in teaching confirmation class.
  - Work with the Senior Pastor, youth, and other staff to plan children and youth Sundays three times per year.
  - Facilitate recruitment and development of lay leaders within congregation to assist with monthly activities with support from the Christian Education committee.
  - Partner and connect children, youth, and families to broader United Church of Christ opportunities such as Minnesota Conference Middle School and High School Youth Events, Pilgrim Point Camps, Regional and National UCC Youth Events and General Synod.
3. *Coordinate Sunday school program.* 25%
- Recruit and schedule teachers and coordinate substitutes as necessary.
  - Provide training, support, and regular communication to teachers.
  - Facilitate informational session with all individuals working with youth and children to review church policies.
  - Maintain Sunday school records of attendance, contact lists, etc.
  - Assist in selection, ordering, and distribution of curriculum.
  - Greet guests and families on Sunday mornings, insuring proper placement of children in classes, and provide support to teachers before Sunday school.
  - Support the work of the Christian Education committee for special events such as the Christmas pageant, Kids Companion (variety show), Our Whole Lives, etc.
  - Work with the Senior Pastor and Christian Education committee to equip parents in supporting faith formation of youth and children outside of regular church activities.
  - Work with Senior Pastor, youth and children, and other staff to plan children and youth worship Sundays three times a year.
4. *Coordinate family and intergenerational activities.* 12.5%
- Collaborate with staff and committees to identify activities for youth, children, families, and all adults of the congregation that encompass faith formation for all ages and spiritual types, with a focus on mission and service activities.
  - Work with Senior Pastor and Christian Education committee to plan ways to encourage an intergenerational culture at Lynnhurst.
  - Create and lead monthly family night activity.
5. *Administrative duties.* 10%
- Promote and publicize activities by writing announcements for bulletins, newsletters, e-news, making verbal announcements on Sunday mornings, etc.
  - Manage supplies for Sunday school and youth events.
  - Submit report for annual meeting.
  - Track expenditures and keep within the budget.



6. *Attend monthly Christian Education committee meetings, Lynnhurst staff meetings and MN UCC Conference "Fourth Thursday" gatherings.* 2.5%

**Skills and Qualifications:**

1. A desire to educate children, youth, and families in progressive Christian values and ideas.
2. Spirituality and knowledge of the Bible and the ability to relate those in meaningful ways.
3. Ability to work with (and to enjoy) junior and senior high youth and to organize and lead a variety of activities for this age group.
4. Willingness to work with the Senior Pastor and the Christian Education committee to serve the youth and children's programs of the church.
5. Be an effective communicator.
6. Ability to work independently, using resources available.

**Employment Policy:**

Lynnhurst Congregational UCC Church reserves the right to:

1. Conduct a criminal background check on all potential employees
2. Conduct reference checks as appropriate
3. Attend one-time MN UCC Boundary Training.