



Job Description for
Director of Youth and Family Ministries
Bethel Evangelical Lutheran Church
Manassas, VA

Since 1889, Bethel Lutheran Church has been a prominent presence in Manassas, Virginia. The congregation encompasses people from all walks of life and at all points on the journey of Christian life. Deeply rooted in the Lutheran tradition, Bethel offers a wide array of opportunities for worship, education, service, and spiritual exploration. Bethel is a welcoming church: welcoming God's grace to live in our hearts, welcoming many local community groups into our building, and welcoming every person's full participation in the church.

Position Summary

This position serves Bethel Lutheran Church by developing, coordinating, implementing, and evaluating initiatives for the church's children, youth, and families. These initiatives include programs, events, education, and creative opportunities for our youth and families to learn and practice their Christian faith from a Lutheran perspective.

Bethel currently has almost 60 young people involved in our programs and that number continues to grow as new families are welcomed to our church. The Director of Youth and Family Ministries will lead these efforts as the key staff member responsible for this demographic within the church. The director will build relationships with the congregation at large, reach out to the community, engage children and youth, and make meaningful connections with parents and families. The director will work in collaboration with other staff and key church ministry teams to coordinate engagement, such as Worship & Music to schedule cross bearers for worship services.

The director will need to have budget development and management skills, event planning skills, strong interpersonal communication skills, and compassionate listening skills. The director needs to be responsible for confidential information, manage complex dynamics within the church system, and be skilled in volunteer recruitment and management. They are the primary liaison and contact between the church and the parents and children/youth.

This position reports to the Senior Pastor.

Responsibilities

- Develop, coordinate, implement, and evaluate youth programming that contributes to middle and highschoolers' Christian faith and fellowship.
- In concert with the Christian Education Ministry Team, oversee Christian education for ages 3 through 18. This includes selecting or creating curriculum and its administration and evaluation.
- Design, plan, execute, and evaluate annual events for children of all ages that contribute to their Christian formation.
- In concert with the pastor, develop, coordinate, and teach the Confirmation program.
- Recruit, train, and oversee volunteers to assist with programs, Sunday School, Confirmation, and events.
- Oversee budget line and designated funds for Christian Education and Youth programming, which exceed \$15,000.
- Coordinate the ELCA Youth Gathering: participation and attendance as well as fundraising and logistics; attend and lead Bethel's group.
- Attend worship at Bethel weekly.
- Teach Sunday morning youth Sunday School classes.
- Support adult Christian education as needed.
- In concert with administrative staff, publicize events and initiatives of Christian education and youth programming, including on Bethel's social media platforms.
- Provide spiritual and prayerful resources to support middle and high school youth, supporting their pastoral care along with the pastor.
- Work collaboratively with appropriate ministry teams, committees, leaders to carry out the ministry of the church.
- Provide strategic leadership to this area of the church in goals and objectives, reporting, short- and long-term planning, and ongoing assessment and improvement.
- Administer and ensure compliance with Bethel's Child Protection Policy.
- Engage with Metro DC Synod, including participating in youth and children's events and attending meetings, programs, and day and overnight retreats.
- Attend Bethel staff meetings, retreats, programs, etc., as required.
- Collaborate with the pastor by performing other relevant duties when requested.
- Provide service and mission projects for children, middle and high school youth to grow in service to the Lord.

Knowledge, Skills and Abilities

Required

- Ability to creatively fundraise in a Christian community for youth initiatives.
- Ability to utilize cooperative and restorative approaches to problem solving in complex dynamics and demographics.
- Ability to relate well to diverse populations and demographics.
- Knowledge of Christian faith and the mainline Protestant theological tradition.
- Highly developed interpersonal and communication skills, including one-on-one conversations, group discussion, public speaking, email, and social media
- Ability to manage confidential information.

- Member of the ELCA or a Christian denomination in Full Communion with the ELCA, including the Episcopal Church, United Methodist Church, Presbyterian Church (USA), United Church of Christ, Reformed Church in America, and the Moravian Church.

Preferred

- Knowledge of Lutheran theology.
- Knowledge of curriculum development principles and strategies.
- Membership in an ELCA church
- Demonstrated skill in teaching and learning.
- Ability to manage budgets, conduct budget reconciliation, and develop budgets.
- Familiarity with cultural competence, diversity, inclusion, and belonging.
- Knowledge of Google Suite or other office management platform.
- Knowledge of MS 365 suite.
- Knowledge of and ability to utilize social media platforms.

Experience, Education and Certifications

Required

- Practice of the Christian faith.
- Demonstrated experience in youth ministry or children’s ministry (typically obtained in 3-5 years) in a volunteer or professional capacity.
- Demonstrated experience (typically obtained in 2-3 years) planning, organizing, coordinating, and evaluating educational programs and events.
- Experience working with social media platforms.

Preferred:

- Experience in curriculum development and teaching and learning.
- Experience working with budgets.

Education and Certifications:

- Bachelor’s degree, preferably in education, theology, religion or bible studies.
- Successful completion of a criminal background check.
- Successful completion of a financial background check.
- Candidates ordained in their denomination will be considered; Bethel is open to a conversation about how an ordained candidate might also fit into the pastoral ministry at Bethel.

Classification and Compensation

- This is a part-time salaried position, 25 hours week, with some weekend and evening hours required.
- Salary in the low to mid \$40’s.
- Due to the nature of the work required, there is the ability for a flexible work schedule and hybrid telework, as needed. There are also seasonal fluctuations to the work, offering flexibility for hours worked each week.
- Two weeks paid vacation

- Five Sundays off per year
- Ongoing performance management with annual performance evaluation
- Physical Requirements:
 - This work is primarily sedentary but requires the ability to be ambulatory.
 - Must be able to lift more than 25lbs.

Application

Please email resume, cover letter, list of at least three references no later than March 26, for best consideration, to jobs@bethelmanassas.org.

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