ST. LUKE'S LUTHERAN CHURCH
1210 W. Belt Line Rd. Richardson, Texas 75080
An LGBTQ+ welcoming & affirming congregation

POSITION DESCRIPTION
Family & Community Ministries Director
15-20 hours/week

PURPOSE: To serve as director of Christian education ministries, and outreach coordinator to families in the preschool and community to help facilitate learning, participation, and growth in faith, mission, and membership.

ACCOUNTABILITY: Supervised by the Pastor as Head of Staff

RESPONSIBILITIES:
1. Direct the Christian Education ministry of the church including Luke's Learner's, Sunday School, and one Adult Class, recruit and train teachers, assistants, and other volunteers in learning ministry.
2. Direct the Youth program including training additional youth leaders
3. Plan and recruit leaders for the Youth on their annual trips (mission trip and/or participation in Synod and churchwide gatherings), including fundraising for participation in these events
4. Plan and direct summer Vacation Bible School
5. Implement Child Safe protocols and background checks for children and youth volunteers
6. Plan and direct intergenerational learning and family events
7. Staff the Christian Education Team in planning the learning ministry of the church
8. Work with the Director of Music Ministries to plan and execute special programs, including but not limited to a Christmas program, and a youth-led worship service each year
9. Work with the pastor in family-friendly worship, giving Children's Messages, and future planning for church growth with families
10. Build relationships Preschool staff and parents to encourage participation at St. Luke's; plan regular events that bring Preschool & St. Luke's families together
11. Report social media trends to pastor and ideas on ministries/experiments to grow the church, including reaching out to college students at UTD
12. Help with the ministry experimentation team to try new ministries and learn about the community in ways that move St. Luke's toward fulfilling its vision

SKILLS & QUALITIES:
1. Strong people skills with an ability to relate to all age groups
2. Understanding of Christian education, curriculum, and learning styles
3. Understanding of faith development in children and adults
4. Strong verbal and written communication skills
5. Understanding of social media trends and the impact on youth and families
6. Creative thinker in adapting ministry to changing community and culture
7. Professionalism in working with a variety of people and multi-faceted duties
8. Vibrant Christian faith, ability to keep confidence, maintain appropriate boundaries

TO APPLY:
Send resume with cover letter to Pastor Linda Anderson-Little, landersonlittle@gmail.com.
Questions, please call Pastor Linda at 314-581-6365.
www.stlukeslutheranchurch.org; YouTube, Facebook