



Job Description

Director of Children, Youth and Family Ministry

Our Savior's Lutheran Church
910 9th ST, Menomonie, WI 54751

Updated: 6/21/26

Position Title

Director of Children, Youth, and Family Ministry

Supervision & Staff Role

The Director of Children, Youth and Family Ministry serves under the supervision of the Pastor, works directly with the Ministry Liaison, and closely with all staff, volunteers, and members of the congregation. The Pastor will provide an annual review of the Director of Children, Youth and Family Ministry.

Position Purpose

To support the children, youth and families of OSL, nurture them in faith, and help them grow in love and service.

General Responsibilities

- 1) Attend staff meetings.
- 2) Attend other meetings as required by the position.
- 3) Inform pastor of circumstances where their follow-up may be needed.
- 4) Complete other duties as deemed appropriate by the pastor.
- 5) Be a part of the worshipping community of OSL on a regular basis, taking part in the means of grace.

Specific Responsibilities

Subject to review with the Pastor, the following constitute the major responsibilities of the Director of Children, Youth, and Family Ministry.

1) Lead Sunday School Ministry

- a. Plan and implement OSL's Sunday School ministry.
- b. Oversee the recruitment of volunteers to help teach Sunday School and provide training as necessary.
- c. In partnership with the pastor and director of music, coordinate opportunities for Sunday school students to be engaged in worship, including children's sermons and singing
- d. Plan and implement the annual Christmas Program and Milestone events.
- e. Plan and implement age-appropriate activities for elementary school students and their families that promote fellowship and faith development.
- f. Establish and maintain good relationships with Sunday School youth and their families through good and consistent communication.
- g. Work with other church youth leaders in the Menomonie area on joint programs and events including but not limited to VBS.

2) Develop and Lead High School Ministry

- a. Develop, plan, and implement OSL's High School ministry

- b. Establish and maintain relationships with high school youth and their families through good and consistent communication.
- c. Plan and implement age-appropriate activities for high school youth that promote community through service, fellowship, and faith development, with a goal of planning and leading at least 4-6 youth events per year.
- d. In partnership with the Pastor, and Ministry Liaison, plan and lead students to the ELCA Youth Gathering.

3) Support OSL's Confirmation Ministry

- a. Together with the Pastor and the Ministry Liaison, plan the confirmation program year.
- b. Participate in the confirmation ministry of OSL as available and develop relationships with confirmands and their parents.
- c. As available, help facilitate and/or teach confirmation lessons.
- d. In partnership with the Pastor, Director of Music, and Ministry Liaison, help plan and participate in the Easter Sunrise worship service.

4) Communication

- a. Coordinate youth activities with other ministries of the congregation in cooperation with staff and lay leaders.
- b. Communicate with office and staff to provide a timely and accurate schedule of planned youth activities.
- c. Communicate information about youth ministry to the wider congregation through our weekly newsletter, Ministry Matters Moments, announcements, and other media.

5) Record Keeping and Budget Oversight

- a. Manage the disbursement of budgeted funds for youth ministry within the guidelines of the approved budget and in adherence with the purchasing policies of the church.
- b. Work with the Pastor and Ministry Liaison to prepare the annual budget.
- c. Keep administrative records needed to provide the staff and the Church Council with adequate information for future planning.
- d. Manage consent forms and adult safety background checks for volunteers working with the youth of OSL.
- e. Maintain contact lists of Sunday School families

Qualifications

Our Savior's Lutheran Church is a Reconciling in Christ congregation that welcomes and affirms all people regardless of race, ethnicity, sexual orientation, or gender identity. The Director of Children, Youth, and Family plays a major role in the day-to-day operation of the church and serves as one of the primary public faces of Our Savior's Lutheran Church. The following qualifications are desirable:

- 1) A lifestyle centered in faith and faith practices that embodies OSL's values of welcome and inclusion.
- 2) The ability to: work collaboratively with adults and youth, understand the needs of youth of different ages, relate to youth in a one-on-one setting or group setting, respect the need for confidentiality
- 3) Flexible, energetic, and dependable, with a good sense of humor.
- 4) Access to independent transportation for occasional meetings, events, errands, etc.
- 5) Ability to work with and train volunteers.

- 6) Ability to take direction from multiple sources and work collaboratively
- 7) Bachelor's Degree or Certificate in Youth and Family related field, preferred or equivalent prior youth ministry experience.
- 8) Good skills in leadership, organization, and communication
- 9) Ability to utilize technology including Microsoft Office and Google products.
- 10) Agree to a background check.

Working conditions

The position of Director of Children, Youth, and Family Ministry is a part-time position that requires flexibility in hours available for work, including evenings and weekends. The Director of Children, Youth and Family Ministry should be in the office enough time for accessibility to members of the congregation and for regular communication with members of the church staff.

Congregational Support

Our Savior's Lutheran Church values its siblings who have received a call to support and nurture our congregation. We therefore will:

- 1) Encourage, pray for, and support you as a leader in this congregation.
- 2) Support you with an hourly wage
- 3) Provide an annual review conducted by the pastor.