

St. John Evangelical Lutheran Church Ministry Description

Ministry Title: Faith Formation Director

Reports to: Associate Pastor

Ministry Description: The Faith Formation Director builds relationships within and outside of the church by developing, coordinating, and administering ministry for children, youth, family, and adult ministries.

Primary Responsibilities

Wednesday Worship

- Prepare worship for Wednesday evenings during the school year, including music and a message, with the support of the Associate Pastor. Also explore engaging and equipping individuals to lead worship as readers, musicians, and communion assistants.

Youth and Family Ministries

- Lead in a way that proclaims the message, “You Belong Here”.
- On an ongoing basis, connect with youth and young adults in the congregation through text messages, phone calls, social media interactions, offsite meetings, in-school meetings, and/or other appropriate ways of communication.
- Gather, affirm, and equip people for leadership in youth and family ministries, such as adult mission trip advisors or high school youth at LYO.
- Plan and coordinate participation in the WND Synod LYO Gathering for High School and/or other faith-forming opportunities for youth.
- Build relationships with college students (e.g. college care packages, college mission trips, etc.)
- Provide strong leadership, imagination, and a willingness to experiment in order to provide creative and faithful opportunities to nurture faith.

Milestone Ministries

- Affirm and equip parents and guardians to be faith leaders for their children in the home.
- With the Office Administrator and Associate Pastor, plan and lead Milestone Ministry Events for all ages, helping to nurture faith in the home.
- Evaluate existing Milestones and develop new Milestones particularly for high school students and adults.

Day Camp

- Work with Badlands Ministries Bible Camp to schedule and plan for Day Camp.
- Help recruit and equip individuals to help with meals and housing for counselors.

Cross-Generational Events

- With the Generational Ministries Team (Associate Pastor, Faith Formation Director, Office Administrator, Church School and Confirmation Director), plan and lead Cross-Generational Events, such as the Fall Festival, Women’s Retreat, Book Clubs, Parent Group, Agape and Grandparent Event.

Mission Trips and Youth Gatherings

- Plan and coordinate High School Mission Trip and other mission opportunities as needed.
- Consider additional experiences for both junior high and high school (i.e. Retreats at Badlands Ministries, ELCA Triennial Youth Gathering.)

- Consider “mission” as a way to strengthen the bridge between St. John and the community of Dickinson, inviting people of all ages to engage in local social ministries.

Other Responsibilities

- Welcome visitors and members during the week.
- Attend weekly staff meetings and Generational Ministry Team meetings.
- In consultation with the pastors provide children’s messages and other worship leadership as assigned once per month on Sunday mornings.
- Work with Associate Pastor to recruit, equip, and collaborate with members of the congregation to engage in Youth Ministry leadership.
- Attend Synod Boundaries Workshop every two years.
- Monitor the budgets for youth and family ministries, and in consultation with the Generational Ministries Team, submit an annual budget request to the Stewardship Team. Any new fund-raising projects shall be undertaken only with the approval of the Congregation Council.
- Working with the Generational Ministries Team, develop an annual calendar of activities before Sept.
- Keep updating staff throughout the year of developments and changes in activities and plans.
- Working with the Communications Director, tell stories of what has happened and what is to come through the e-news, quarterly newsletter, and website.

Education and Experience Desired

- A bachelor’s degree and experience working in a team atmosphere. Experience working with children and youth.

Talents and Gifts Needed for this Ministry

A heart and desire to encourage people to Live in Service to Christ. A growing relationship with God. Support for the mission and vision of St. John. Skills in organization, teamwork, creativity, and equipping others to lead. Requires the ability to keep sensitive and confidential information. Self-motivation and ability to do task-work and visioning-work.

Examples of Working Conditions

A full-time position (40+ hours per week) with benefits through the ELCA’s benefit company, Portico, and other benefits as outlined in the employee manual. Hours of work would be expected during office hours (Monday – Friday 9 a.m. – noon and 1:00 p.m. – 4:00 p.m.), taking one day off per week as a regular day off to compensate for routine evening and weekend work.

Date Last Revised: Feb. 12, 2021