

Zion Lutheran Church Stratford, Wisconsin Job Description

Ministry Title:

Director of Congregational Ministry (DCM)

Reports to:

Pastor

Ministry Summary:

As an active and committed member of Zion, serve the church by guiding young people in their faith journey. This will include developing, implementing and evaluating programs for children and youth in the community. He or she will envision, develop, coordinate, plan, administer and assess Children, Youth, and Family Ministries consistent with the strategic direction of the congregation. This includes, but is not limited to, Wednesday education (J-Team and Little Lutherans), Confirmation, Vacation Bible School (VBS), Experience Faith (i.e. mission trips, outdoor ministry adventure trips, ELCA synod and national youth gatherings), Youth Ministry, and Cross-Generational ministry. This position is full-time (40 hours/week) with variable hours including weekends, holidays, and later hour commitments.

Accountability:

The Staff Support Ministry Team as well as the pastor shall be considered a supervisor as it relates to the Staff Conduct Policy.

Primary Responsibilities

Recruit and Equip Leaders:

Zion offers many opportunities for volunteer involvement. It is important that the person in this position continuously works to recruit and enable volunteers to serve in ministry at Zion and in the community. These opportunities are an important part of the call.

- Build strong, working relationships with the Faith Formation team
- Recognize gifts and passions

Faith Formation:

Youth, Family, and Cross+Generational ministry: In cooperation with the pastor and Faith Formation Ministry Team, the DCM will develop and coordinate programs for Preschool

through High School youth that enhance their Christian faith for daily living and encourage participation in the work of the church. These programs may include but are not limited to: Experience Faith events, youth fellowship events, local service projects, and worship.

The DCM will:

- Facilitate effective communication (print and social media) to enhance awareness and participation.
- Recruit, train, and support voluntary youth and adult team members in various ministry areas.
- Coordinate programs which may include but are not limited to: Baptismal Journey, VBS, Wednesday education (J-Team and Little Lutherans), Confirmation, and Cross+Generational Ministry.
- Attend Faith Formation Ministry Team meetings and Council meetings, including preparing a monthly report for Council.

Build a Sense of Community:

The DCM will demonstrate a visible support for youth by attending elementary, middle school, and high school activities such as sports events and concerts. The DCM will provide an example of positive enthusiasm and pride for each activity while demonstrating and maintaining respect for all school and community organizations.

Personal & Spiritual Growth:

The DCM will engage in ministry of self-care through personal and spiritual growth. Nurture your spiritual growth through prayer, worship services, reading, and attending educational conferences and other avenues personally chosen to foster this growth.

Education and Experience Desired

A Bachelor's Degree in Youth and Family ministries or a related field is preferred, but we are open to exchanging relevant experience for a degree. Also, a solid knowledge of the Lutheran tradition as expressed by the ELCA, a willingness to share their faith with students and parents and strong organization and communication skills is desired. All qualifying applicants will be considered for the position of Director of Congregational Ministry (DCM).

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time as needed.

Compensation

<u>Orientation</u>	A beginning Director of Congregational Ministry shall be considered under orientation for a period of 3 months.
<u>Hours</u>	Average of 40 hours per week for the year.
<u>Wages</u>	This is a salaried position. Salary will be based on Northwest Synod of WI guidelines. Salary will be paid every two weeks.
<u>Mileage</u>	Vouched mileage will be reimbursed at the recommended IRS mileage rate up to the amount budgeted.
<u>Vacation</u>	<ul style="list-style-type: none"> • 0- 1 year: 1 week (After 6 month orientation period) • 2- 3 years: 2 weeks • 4-14 years: 3 weeks • 15 + years: 4 weeks • Calendar year will be used, not anniversary date.
<u>Holidays-</u>	<p>Holidays include: New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving, Christmas and 2 floating holidays to be taken based on work load and personal preference.</p> <p>NOTE: When the holiday falls on Saturday or Sunday the benefits day will be the preceding Friday or following Monday.</p>
<u>Sick Leave</u>	One day per calendar month, cumulative to 30 days.
<u>Funeral Leave</u>	For immediate family time off, with pay may be granted, not to exceed 3 ½ days. Immediate family is defined as the employee's spouse, father, mother, grandparents, grandchildren, sisters, brothers, children, father-in-law, mother-in-law, legal guardian.
<u>Time Off Without Pay</u>	If necessary, time off without pay must be approved by pastor and/or the church council.
<u>Continuing Ed</u>	\$750 annually. Any remaining balance at the end of the year may be carried over and be used within 3 years. 2 weeks paid time off for continuing education.
<u>Medical expense reimbursement</u>	Vouched medical expenses will be reimbursed June 30 and December 31 up to \$2,000 each time for an annual amount of \$4,000. If expenses exceed \$2,000 for the June 30 payment, it may be carried forward and reimbursed with the December 31 payment. This benefit will be prorated upon early termination. Expenses that will be covered include: health insurance, deductible, prescriptions, and dental work and eye glasses.
<u>Jury Duty</u>	Zion Lutheran Church will compensate by paying the difference between the employee's basic wage and the remuneration received for jury duty. When serves are not required for jury duty, the employee would be expected to report for work.