

**Director of Engagement: Youth, Congregation, Community  
First Lutheran Church, ELCA**

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**POSITION DESCRIPTION**

Position Title: Director of Engagement: Youth, Congregation, and Community (Non-exempt)

Full Time; Salaried

DATE: January 16, 2024

**REPORTING RELATIONSHIPS**

Position Reports to: Co-Pastors of First Lutheran

Interfaces with Ministry Teams: Care and Growth, Stewardship

**POSITION PURPOSE**

Following trends established by the Nebraska Synod and Churchwide ELCA organization, and due to pastoral shortages nationwide, this will be a lay position that will focus on discipleship, developing leaders, engaging, and energizing different groups, and bringing others to experience a deeper connection through faith.

**ESSENTIAL JOB DUTIES AND RESPONSIBILITIES**

**1. Director of Youth Engagement**

- a. Coordinate and lead First Lutheran Youth (FLY) activities (9-12 grade)
  - i. Weekly meetings with FLY
  - ii. Coordinate volunteers to work with FLY
  - iii. Coordinate Mission Trips and ELCA Youth Gatherings
  - iv. Work with the Faith in Action Coordinator as appropriate.

**2. Director of Congregational Engagement**

- a. Lead Stephen Ministry Program at First Lutheran connecting congregation members to one another.
  - i. Complete certification as a Stephen Ministry Trainer
  - ii. Work with Kandy to inaugurate the Stephen Ministry program at First Lutheran
  - iii. Continue to monitor and to train Stephen ministers.
- b. Develop and coordinate a small group ministry at First Lutheran Church
  - i. Develop a small group ministry for adults of all ages.
  - ii. Choose curriculum.
  - iii. Coordinate groups.
- c. Develop and coordinate regular stewardship emphases and education in conjunction with the Faith in Action Coordinator
  - i. Engage and energize the core membership at First Lutheran. Develop a broader emphasis on abundance and generosity with time, care of creation, etc.
- d. Develop and coordinate an annual leadership retreat for Congregation Council and team chairs.
- e. Preach in a regular rotation at First Lutheran
  - i. Meet with Co-Pastors to plan preaching schedule.

**3. Director of Community Engagement**

- a. Engage with the community intentionally and proactively.
  - i. Collaborate with the Director of Communications to tell the story of the congregation to a wider audience through various platforms.
  - ii. Provide content for communications resources including e-news, mailings, website, and social.
  - iii. Connect with the community and represent First Lutheran through local events and organizations.
  - iv. Create a strategy to connect with new and diverse audiences through First Lutheran
  - v. Utilize communications and marketing strategies to increase awareness and invite prospective members to worship and fellowship events.

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**OTHER RESPONSIBILITIES**

1. Attend staff meetings, executive team meetings, and council meetings as a staff member (voice, no vote) at First Lutheran
2. Will be expected to complete **one** of the Certificate Programs at Wartburg Seminary (fees to complete coursework will be covered by First Lutheran)
  - a. Advanced Certificate in Theological and Congregational Leadership
  - b. Advanced Certificate in Youth and Family Ministry
3. Other duties as assigned.

**SUPERVISORY RESPONSIBILITIES**

Volunteers

**QUALIFICATIONS / REQUIREMENTS**

Education / Experience	<ul style="list-style-type: none"><li>• Bachelor's degree from a 4-year college or university or equivalent work experience required. Master's level education preferred.</li><li>• Extensive experience either through volunteer work or a paid staff position in an ELCA congregation</li></ul>
Knowledge / Skills	<ul style="list-style-type: none"><li>• Computer knowledge, Microsoft programs preferred.</li><li>• Demonstrated interpersonal skills.</li></ul>
Language Requirements	<ul style="list-style-type: none"><li>• Fluent and proficient with the English language both in its written and oral forms.</li></ul>
Mathematical Requirements	<ul style="list-style-type: none"><li>• Ability to add, subtract, multiply and divide complex numbers.</li></ul>
Reasoning Ability	<ul style="list-style-type: none"><li>• Ability to exercise reasonable independent judgment to solve problems.</li><li>• Ability to look ahead, anticipate challenges in order to meet multiple deadlines.</li></ul>
Physical Demands	<ul style="list-style-type: none"><li>• Regularly required to see, hear, stand, walk, climb, balance, kneel, and stoop.</li><li>• Ability to lift up to 30 pounds from the floor to 5 feet.</li><li>• Ability to operate a vehicle.</li></ul>
Attendance	<ul style="list-style-type: none"><li>• Regular and predictable attendance is an essential requirement.</li></ul>