

MOUNT CROSS LUTHERAN CHURCH
Job Description

A. Position title: DIRECTOR OF MINISTRIES(DOM)

B. Introduction

In 2014, Mount Cross Church created the position of Children, Youth, and Family Ministries (CYFMD) in response to the identified needs of the congregation. The position has since continued in accordance with its job description. Recent changes and opportunities have created the opportunity to expand that position. This new offer and job description does not delete the CYFMD position, it only expands its reach into further areas of ministry.

C. Description:

The primary task of the Director of Ministries is to recruit, develop, coordinate and build relationships to encourage members of Mount Cross and the wider community to participate in our Mount Cross Ministries.

D. General description:

1. Full-time, salaried position.
2. Under the direction of the Senior Pastor and Learning Committee, Director of Ministries (Director) will be responsible for implementation of the vision, strategy and execution of ministry programming for the faith development of Mount Cross Lutheran Church. The Director will equip and support the Mount Cross congregation to nurture faith, pass along faith, and live well in Christ.
3. The DOM will serve as the primary staff person responsible for the following ministries: Sunday School (Faith Journeys), Vacation Bible School, Nursery, Fun with Faith (1st-5th grade weekday program), High School, Milestone Ministries, Confirmation under the direction of the Senior Pastor, Communion Ministers team, Caring Committee, and supervise Nursery Assistants, Children and Youth Ministry Assistant and Interns as required.

E. Qualifications:

- A deep love for the Church and the passion to minister to the congregation.
- A well-developed capacity to work with a wide range of personalities with encouragement, a supportive spirit, and an eye toward leadership development welcoming the expression of gifts by all related to the congregation at MCLC and the community, and incorporating volunteers effectively into the programs.
- A degree in a field related to ministry, or related field which fulfills the requirements of this position.
- A minimum of two years' experience working with a church in the field of ministry in a supervisory capacity and which includes a range of levels of which must include children and families.
- Strong interpersonal and communication skills, both written and verbal.

- Organizational skills and have the ability to follow through with tasks.
- A demonstrated ability in recruiting, training, and working with volunteers.
- Knowledge of congregational systems, common church practices and a general familiarity and comfort with Lutheran theology, practices and ethos.
- The ability to be visible and available on Sunday mornings before or after worship times for communication, coordination and support.
- Strong computer skills in MS Office, social media, email, texting.
- Proper phone etiquette.
- Will be required to attend a “Safeguarding God’s Children” workshop and submit to DOJ fingerprinting and background check.
- Pray for guidance and success on a regular basis.

F. Responsibilities:

- The primary task of the DOM is to recruit, develop, coordinate and build relationships to encourage members of Mount Cross and the wider community to participate in children, youth, and family ministries.
- The Director of Ministries works closely with leadership from all ministry areas, including pastor(s), committees, congregational members and members of community organizations for implementation of the vision, strategy and execution of ministry programming for the faith development of children, youth, and the adults of our church including the Cross Generational ministries. The Director of Ministries will equip and support children, youth, adults, and the congregation to nurture faith, pass along faith, and live well in Christ.
- The Director of Ministries will help to anticipate and assist in preparing for the administrative needs of Mt Cross children, youth, and family ministries.
- The Director of Ministries will collect pictures, stories and testimonials to both publicize and promote events and energize for the next event.
- The Director of Ministries will work closely with pastor(s), committees, and members on development of an annual event calendar.
- The Director of Ministries is assist in monitoring the budget for all related programs and preparing fall annual budget recommendations in coordination with the Learning Committee and Pastoral Leadership.
- The Director of Ministries will assist with Confirmation on an as needed basis with the Pastor, and will facilitate the weekly High School Youth Group.
- The Director of Ministries will organize our Wednesday Night Programs and Dinner, and they will recruit volunteers to make this a sustainable ministry.
- The Director of Ministries will perform visitation dependent on need to include shut-ins and other immediate or emergency visitation. The Director of Ministries will also facilitate visits from the Pastor when requested. The DOM will also become part of the Communion Ministers team.

- The Director of Ministries will oversee ministries and events at Mount Cross at the discretion of the senior pastor, and facilitate volunteers and staff to make these ministries sustainable. This includes; children, youth, family, young adult, adult, senior, and cross-generational ministries.
- The Director of Ministries will work with committees as needed to help strategize how to grow our ministries at Mount Cross and help with implementation.
- The Director of Ministries will preach on an as needed basis or as required by the senior pastor.
- The Director of Ministries will manage the following staff: Nursery Assistants and substitutes, Children and Youth Ministry Assistant, and Interns from California Lutheran University.

G. Accountability:

1. The DOM is accountable to the Congregational Council through the learning committee, and the Senior Pastor as immediate supervisor.
2. Performance will be evaluated quarterly for the first year (including the first evaluation prior to the completion of 90 days of employment) and annually thereafter.

H. Physical Requirements:

This staff person will need to be able to sit, stand and be actively involved with young children, youth, and families for periods of time. This may include lifting or carrying objects such as tables and chairs or other items used in set up or preparation of learning spaces.

I. Support and Supervision:

This position will report to the Pastoral Leadership and will be supported by the Learning Committee. The CYFD will receive feedback and input from the Pastoral Leadership and Learning Committee and provide a written/oral report to the Congregational Council once a month.

J. Provisions regarding time:

1. Vacation:
 - During first five years of employment commencing from the original date of employment as CYFMP: two weeks earned per year;
 - from 5-10 years: three weeks of vacation earned per year;
 - 10+ years: four weeks of vacation earned per year;

Any unused vacation time accrued and remaining available as CYFMD will continue to be available to the employee going forward. Furthermore, if vacation time is not used during the year in which it is earned, a maximum of two (2) weeks may be carried over to the next year with approval of the Senior Pastor.

2. Sick days: Six days per year; with a maximum accrual of 36 days. The use of sick leave shall be in accordance with the Mount Cross Sick Leave Policy. Any unused sick leave time accrued as CYFMD shall remain available for use.
3. Holidays: New Year's Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the day after Thanksgiving, Christmas Day,

plus two “floating” holidays which are to be taken during the calendar year but may not be accumulated and carried over to the next year.

K. Work Hours:

The DOM will work an average of 40 hours per week depending upon the needs of each program. Some work may be done at home. Sunday morning presence is required.

L. Salary: The compensation (salary) for the position is \$____.00 per month. This position is classified as and exempt position.

M. Benefit Offer:

Employee only may choose to be enrolled, and or continued to be enrolled, in the ELCA Portico plan (which includes health, retirement, disability and survivor benefits). If the employee desires to enroll a spouse and/or children in the ELCA Portico benefits plan the additional cost will be borne by the employee.

The benefits under this plan become effective only after a 90 period from the commencement of the employment and the satisfactory completion of the probationary period.

L. Mileage Reimbursement

1. Mileage for job related driving (attending events, training, meetings, etc.) will be reimbursed at the current IRS rate.

N. Termination

1. The first 90 days are a probationary period and during this time termination can occur without cause being given.
2. Either party may terminate this position without cause by giving the other party two weeks written advance notice.
3. This position may be terminated immediately for cause. Cause is defined for the purposes of this position as gross negligence of duty, gross insubordination, offenses of moral turpitude, or other behavior believed to jeopardize the mission or good name of this church.