

**Advent Lutheran Church
Charlotte, North Carolina
Position Title: Director of Spiritual Development**

Position Summary:

The Director of Spiritual Development (DSD) is responsible for developing and sustaining a comprehensive Spiritual Development ministry. The DSD will collaborate with church staff, pastor(s), the Spiritual Development Board and will assume responsibility for the oversight of Milestone Ministries (birth through high school) and Christian Education for the entire congregation. The DSD will recruit, train, and support volunteers within these ministries. The DSD will foster an environment at Advent Lutheran Church where the faith of all people can grow. The DSD position is a full-time role, encompassing a wide range of responsibilities. We anticipate that the overall role of the successful candidate involves the following: 1) passionately investing 50% of his/her time in the faith formation of teenagers (middle school and high school); 2) employing strong administrative gifts 40% of his/her time; and 3) working directly with children and adults 10% of his/her time."

The DSD will work closely with the Spiritual Development Board ("the Board") which consists of Sunday School Coordinator(s), Milestone Ministry Coordinator(s), Godly Play Coordinator(s), Confirmation Coordinator(s), Small Group Ministry Coordinator(s), and others as invited. The Board is connected with the governing body of the church, "the Council", through a designated Council representative who sits on the Board and attends its meetings. The DSD will serve as an ex officio member of the Board.

The DSD will report to the Pastor.

Duties and Responsibilities:

- 1. Coordinate and unify the education activities of the church into an integrated and effective ministry of Christian Education with support from the Board. Provide curricula, materials, and prepared spaces for educational events to take place. Work within the Spiritual Development budget approved by the Council.**
 - A. Keep abreast of current available curricula and make recommendations for materials for all age groups.
 - B. Order, adapt, and distribute curriculum resources to Christian Education leaders.
 - C. Recruit, train, and support Christian Education leaders/volunteers.
 - D. Acquire and organize necessary supplies.
 - E. Select and prepare class spaces.
 - F. Enforce all policies of Advent Lutheran Church including Advent's Safe Sanctuary Covenant. Maintain records, including liability releases and permission forms for minors.
 - G. Determine and submit annual budget requirements for Spiritual Development. Maintain records of expenditures and adhere to approved budget.

- 2. Oversee the Milestone Ministry Groups (youth small groups) with the support of the Milestone Ministry coordinator.**
 - A. With the Milestone Ministry coordinator, recruit, train, and support Milestone Group leaders; schedule regular meetings and special events for all youth and their families, birth through high school.
 - B. Personally invest time with youth, in particular middle and high school aged youth, spending significant amounts of time building relationships with youth and their parents. This includes attending sporting events, concerts, school productions, etc.

- C. With the pastor, confirmation leaders, and senior high youth leaders, plan and help to lead two retreats per year for confirmation and/or senior high youth.
 - D. With the milestone leaders, promote participation in BYG (Building Youth Groups), Youthquake, TEC (Teens Encounter Christ), LYO (Lutheran Youth Organization) events and denominational summer camps. Assist in leadership for these events as needed.
 - E. Coordinate celebration of Faith Milestones including acquiring milestone gifts, scheduling classes, communicating with families, and preparing for celebrations.
- 3. Oversee the Sunday morning education hour (Sunday school) and children's church (Godly Play)**
- A. With the Board, set and share calendar for Sunday school year, incorporating church wide events and congregational meetings, as well as ways to celebrate special liturgical days.
 - B. With the Board, plan and hold a fall kick-off event (Rally Day), Fall Festival, Easter breakfast and egg hunt, and periodic intergenerational learning events.
 - C. With the Godly Play leaders, schedule leaders and stories for the program year.
- 4. Assist the pastor and the Confirmation Team in planning and leading the confirmation program for 7th and 8th graders.**
- A. The responsibilities for confirmation vary from year to year, as the needs of each particular group of youth is addressed. At the very least, the DSD will be a friend, resource, and mentor to the confirmation aged youth and their parents.
- 5. Collaborate with the Pastor and the Worship Board to engage youth in worship and in worship leadership, including:**
- A. Coordinate and facilitate at least one youth led worship experience for the congregation each year ("Youth Sunday").
- 6. Collaborate with the Director of Music to increase youth participation in the church's music program.**
- 7. Collaborate with the Director of Outreach Ministries to offer mission and service opportunities, including summer mission experiences, for youth.**
- 8. Collaborate with the Small Group Ministry Team to offer a wide variety of small group experiences for adults and senior high youth.**
- A. Form and lead at least one weeknight small group that serves senior high youth.
- 9. Recruit, support and assist summer Vacation Bible School directors and leaders.**
- 10. Actively participate in the life of the Church.**
- A. Attend weekly worship services and become part of the Advent community.
 - B. Attend weekly staff meetings to coordinate and communicate Spiritual Development activities/offerings.
 - C. Participate in synod educational opportunities.
 - D. Occasionally attend Council meetings as requested.
 - E. Perform other duties as requested by the Pastor.

Qualifications:

- Demonstrate an example of Christian commitment in life and work
- Exhibit a spirit of compassion and love
- Strong interpersonal and communication skills as well as the ability to maintain confidentiality
- Strong skills in delegation, organization, creativity, group process and leadership
- Previous experience recruiting and working with volunteers
- Ability to motivate and lead ministry teams
- Media and technology savvy
- Bachelors degree in religion or related program preferred or a combination of significant experience and education in a Congregational setting
- Versed in Lutheran theology (preferred)

Benefits:

- Two weeks paid vacation, annually
- One week of continuing education, annually
- Health insurance fully paid for employee (family members can be covered at employee expense)
- Pension, disability, and other ELCA benefits funded by Advent Lutheran
- Salary negotiable, dependent on experience