



**Lake Shore Baptist Church
Position description**

Associate Minister of Faith Formation for Children and Youth

Status: Full-time (Salaried)

Salary: \$42,000 to \$48,000

Reports to: Senior Pastor

About Lake Shore: Lake Shore Baptist Church is a welcoming and affirming community of Christians attempting to discover, articulate, and embody the meaning of the Gospel in the world today. We affirm each individual as a child of God and as created in God's image. Our welcome holds no bounds; we welcome all persons into membership and full participation in the life and ministry of our congregation. For more information about Lake Shore, visit the *I'm New* section on the church's website: <https://lsbcwaco.org/im-new-2/>.

Principal Functions:

The minister will lead Lake Shore Baptist Church children and youth-- birth through high school age-- in a comprehensive program of Christian education and development. The minister will:

- Coordinate all religious education programs for children and youth-- birth through high school age.
- Act as a resource for parents and families, keeping in mind that the home should be the primary place for faith formation.
- Create safe spaces for the children and youth, in which they can develop in their own faith journeys.
- Assume primary responsibility for pastoral care for children and youth-- birth through high school age.
- Keep parents, children, youth, and the church body informed about all relevant activities.
- Participate as necessary with the pastoral staff in worship planning.
- Encourage children and youth involvement in the life of the church, such as through fellowship, worship, and service.

Position Responsibilities:

For Both Children and Youth

- Establish objectives for the children and youth program; work with the Family Education Committee in planning programs which meet the needs of children and their parents.
- Develop and lead the children and youth ministry, including Sunday School, mission activities, camps (**grades 3 – 12**), retreats, worship experiences, and fun activities.
- Plan/coordinate/facilitate Sunday morning curriculum for children and youth as well as the youth-only evening curriculum, emphasizing Christian foundations, Christian scriptures, spiritual formation, and contemporary applications.
- Provide education about baptism, communion, the church year, and stewardship of time, money, and talents/gifts.
- Recruit, schedule, and support Sunday School teachers of children and youth.
- Provide leadership and organize and maintain resources, curriculum, and training materials for Sunday School teachers, sponsors, and other lay leaders.
- Encourage children and youth participation in worship.
- Communicate at least weekly with children, youth, parents, and congregation about children and youth activities through the church website and Lake Shorelines.
- Provide pastoral care and support to children, youth, and their parents.
- Attend weekly staff meetings.
- Coordinate facility usage with the Children's Center.
- Assist in making recommendations, in collaboration with the Family Ed Committee, to the church budget for children and youth ministry.
- Engage in continuing education:
 - Communicate and collaborate with other local ministries as appropriate.
 - Continue reading books and articles and participating in webinars about human growth and development and the newest developments in preschool, children, and youth ministry.
 - From time to time, participate in national in person conferences that focus on continuing education for youth and/children's ministry.

Specific to the Children's Program

- Coordinate children's time during worship.
- Coordinate Extended Care for preschoolers.

Specific to the Youth Program

- Facilitate Sunday evening activities.
- Create safe spaces for group discussion of the biblical narrative, explorations into Christian spirituality, and sharing life together.
- Plan activities and retreats with other local youth groups as appropriate.

Special agreements about PTO:

Eligible for one week of Continuing Education (as per Personnel Policies)

PTO: Part time

Not all PTO hours can be taken as “Sundays.” In coordination with the Senior Pastor, a reasonable ratio of Sunday hours to regular week hours must be taken.

**Hours of FTO Earned Days of FTO per year
Per Pay Period**

Length of employment	Hours of FTO Earned	Days of FTO per year Per Pay Period
0 year up to less than 3	5.0 0	15 full days or 60 hours
3 years up to less than 8	6.6 7	20 full days or 80 hours
8+	8.3 3	25 full days or 100 hours

*A full day is defined as 8 hours. However, all employees can take partial days calculated by the hours available.

Other Duties:

In accordance with the team philosophy of Lake Shore Baptist Church, may routinely be required to carry out and assist with other tasks in addition to the duties listed above.

Supervisory Responsibilities:

Nursery workers and extended care volunteers

This position description is not intended to be all inclusive. Lake Shore Baptist Church reserves the right to revise or change job duties as the need arises. This position description does not constitute a written or implied contract of employment.

I have read and understand this position description.

Signature: _____

Date: _____