

Youth and Family Lay Minister

Burke Lutheran Church's (ELCA) mission is to *Preach, Teach and Reach* into the world with Christ's love for all people. We have over 550 members, many of them families with small children. As we continue to welcome new families, Burke provides creative learning opportunities to nurture the faith of our youngest members while offering Bible studies and small groups for our adults. Because of our growth as a congregation, Burke is in the process of designing and raising funds for a new church building.

We are currently accepting applications for a Youth and Family Lay Minister position at our church on the Northeast side of Madison, WI. This position reports to the Pastor and requires some travel.

RESPONSIBILITIES:

The Youth and Family Lay Minister is vital to the overall mission of the church by providing attractive, engaging, innovative educational programs targeting youth and their families. Responsibilities also include the welfare of the youth and the faith development of the congregation while working with the Pastor.

- Coordinate learning and development opportunities for families, youth and young adults
- Organize and lead youth group
- Work with the Teach Board to develop Education programs
- Oversee Sunday School curriculum
- Lead, organize and train people to support church ministries.
- Be responsible for background checks of adults work with youth per the Child and Youth Abuse Prevention Program utilized at Burke.
- Oversee Sunday morning worship preparation, including: assisting with communion preparation, assisting acolytes, helping communion servers, insuring lay readers and ushers are present, and overseeing the Sunday School program.
- Lead worship with and without Pastor periodically.
- Take ministry and emergency (after hours) calls with and without Pastor.
- Participate with Confirmation
- Oversee Nursery

QUALIFICATIONS:

Education and Experience Requirements:

- High-School Diploma or equivalent; post-High School education preferred
- Related work experience engaging youth and young adults
- Knowledge of Microsoft Word, PowerPoint, Outlook and Excel

Skills and Abilities: The following skills and abilities are important in order to fulfill the primary functions of this position.

- Demonstrate faith in Jesus Christ
- Engage children ages 3-17 and their families
- Communicate effectively orally as well as using a variety of written media
- Develop a vision and goals consistent with Burke Lutheran's ministries
- Strong listening skills and compassion
- Build effective teams through recruiting, coordination and training
- Demonstrate integrity and trust with confidential information
- Interpret needs of individuals and offer support
- Manage flexible work hours, including nights and weekends as needed
- Work without direct supervision

TO APPLY

Send resume and application to Pastor Josh Ehrler:

Burke Lutheran Church
Pr Josh Ehrler
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