

## **Job Description v5**

**Position Title:** Director of Christian Education (emphasis on Youth and Family Ministries)

**Location:** Christ the King Lutheran Church, Memphis, TN

**Status:** Full-Time, Called position

**Salary:** Based on Christ the King salary scale

## **Position Summary**

The Director of Youth and Family Ministries at Christ the King Lutheran Church will be a dynamic and engaging leader responsible for nurturing and growing the church's youth and family programs. This position is focused on fostering spiritual development, building relationships, and providing opportunities for youth (grades 6-12) and their families to deepen their faith and grow in our church community. The Director will work collaboratively with Pastors, church staff, volunteers, and church leadership to create a welcoming and inclusive environment for all participants. This individual will serve as a spiritual leader, mentor, and resource to youth, families, and the congregation, helping them build a strong foundation of faith through creative programming, community outreach, and educational opportunities.

## **Essential Functions**

- **Youth Ministry:**
  - Develop, plan, and lead youth programs, including weekly Youth Group Sunday School meetings, Bible studies, retreats, mission trips, and special events for middle school and high school students.
  - Provide spiritual guidance and mentorship to youth members, fostering an environment where young people feel safe, valued, supported, and encouraged in their faith journeys.
  - Empower and lead youth to actively participate in worship, ministry, service, and outreach within the church and the greater Memphis community.
  
- **Family Ministry:**
  - Design and lead family-oriented activities, events, and educational opportunities to support the spiritual development of youth and parents together.
  - Partner with parents in faith formation and offer resources for strengthening family ministry.
  - Coordinate with church and school leaders and committees to ensure that family ministry is integrated throughout all church activities and programs.
  - Work with the Associate Pastor and Specific Ministry Pastor to expand the outreach to college students (Rhodes, Univ. of Memphis, UT)
  
- **Volunteer Recruitment & Leadership:**
  - Recruit, train, and supervise volunteers who assist with youth and family programs to help carry out the ministry's vision.
  - Identify members with the ability to contribute to planned activities with youth (pool parties, cookouts, movie tickets, sports events, etc.)
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## **Other Responsibilities**

- Maintain clear and regular communication with youth, parents, volunteers, and staff through emails, newsletters, social media, and meetings.
- Attend regular staff meetings and participate in church-wide planning
- With church leadership, manage budgets for youth and family ministry programs.
- Assist the Senior and Associate Pastors with church functions as requested
- Participate in continuing education and professional development to remain current in trends, best practices, and new resources in youth and family ministry.
- Assist children's Sunday School teachers and volunteers, serving as a resource

## **Desired Qualifications**

- Bachelor's Degree (in order of preference)
  - DCE or DCM from one of the Concordia Universities or
  - Theology, Ministry, Education, or related field or
  - Complete the LCMS colloquy program within one year of hire date with the expectation of receiving a Call from CTK
- Excellent communication and interpersonal skills
- Strong organizational and time management skills.
- Ability to work collaboratively in a team-oriented environment.
- Commitment to ongoing personal and professional growth in ministry.

## **Supervision and Mentorship**

The Director of Youth and Family Ministries will report directly to the Senior Pastor and will receive support and guidance from church staff, church council, and volunteer leadership. Regular evaluations will be conducted to provide constructive feedback and ensure alignment with the ministry's goals and the church's mission.

## **Status and Support**

This is a full-time, called position with a salary based on Christ the King salary scale and prior experience. Benefits include paid vacation and sick leave; health, vision, and dental insurance; and Concordia Plan Services retirement and disability plans.

## **Required Application Materials**

- A letter of interest addressing why you are drawn to this position and what you can contribute to the ministry.
- A current resume highlighting relevant experience and qualifications.
- Two letters of recommendation, one from a pastor or church leader and one from a professional or personal reference.

Please submit all application materials to:

**Christ the King Lutheran Church**

Attn: Youth and Family Ministries Search Committee

5296 Park Avenue

Memphis, TN 38119

**Mail:** [pastormatt@ctkmemphis.com](mailto:pastormatt@ctkmemphis.com)

Application Deadline: March 15, 2025

Anticipated Start Date: June 1, 2025