

Peace Lutheran Church
Director of Youth & Family Ministry Job Description

Accountable To: Senior Pastor	FLSA Status: Non-Exempt
Directly Supervises: Youth Volunteers	Position Status: Part-Time (30 hrs/wk)
Prepared By: Education/Youth Committee, Personnel Committee	Revision Date: September 2024

Job Summary:

The Director of Youth & Family Ministry will be responsible for overseeing and administering the total youth ministry of Peace Lutheran Church. The Director of Youth & Family Ministry will provide for healthy faith development through daily living, friendships and relationships, congregational ministry, and group ministry. The Director of Youth & Family Ministry is responsible for developing and supporting a leadership structure for the area of ministry with youth while developing a mentoring environment.

Essential Duties:

1. Education/Youth & Congregational Involvement

- a. Organize, coordinate, and participate in youth activities including, but not limited to:
 - i. Wednesday Evening Youth Events (Peace Pals, Peace Youth, and Refuel Meal);
 - ii. Family Christian Education;
 - iii. Godly Play Sessions (or program equivalent);
 - iv. First Communion Education
 - v. Confirmation Classes;
 - vi. Vacation Bible School (or program equivalent);
- b. Teach, encourage, and promote Lutheran doctrine and practice according to the theology of the Evangelical Lutheran Church in America and agreed to by Peace Lutheran Church.
- c. Attend Saturday and Sunday worship each weekend and provide Children’s Message during service.
 - i. Prepare and present sermon on “Youth Worship” weekends, on months with five weekends, or as agreed upon with Senior Pastor.
- d. Provide for transportation of youth to and from youth events, either by coordinating drivers or by driving church van.

2. Administrative Duties

- a. Communication
 - i. Provide all necessary dates and program information to church office manager for posting in bulletins and monthly newsletter.
 - ii. Provide youth news for the monthly newsletter.
 - iii. Communicate directly with youth participants and parents to ensure information is made available to those who need it.
- b. Representation on Committees
 - i. Serve as a staff representative at all Youth & Family Ministry Committee meetings.
 - ii. Serve as a staff representative to the Scholarship Committee.
 - iii. Participate in Youth Collective Planning meetings with pastors and youth staff from local ELCA partner congregations.
- c. Volunteer Coordination
 - i. Conduct necessary background checks on all church volunteers for youth activities/functions.
 - ii. Coordinate volunteers assisting in regular ministry events.

- iii. Schedule volunteers to fill in for essential duties when unavailable due to scheduled time off, illness, or leave.
 - d. Financial Reporting
 - i. Craft and adhere to program budget, record and report expenses.
 - e. Evaluation
 - i. Attend and engage in regular supervisory sessions with Senior Pastor.
 - ii. Participate in an annual evaluation with personnel committee members and Senior Pastor.
- 3. Other Duties As Assigned**
 - a. Any other request, including those of the Church Council, committees, circles, or from the individual members of the congregation must be approved by the Senior Pastor before it is assigned.

Roles:

- 1. Youth Director**
 - a. Act as role model for all youth at Peace Lutheran Church.
 - b. Provide education, recreation, and faith formation opportunities for youth at Peace.
- 2. Mentor**
 - a. Encourage youth to attend and participate in worship and church functions and events.
 - b. Identify and assist any youth in need of help or counseling either by direct intervention or referral to other Lutheran agencies, including parental support.
- 3. Collaborator**
 - a. Work in tandem with Senior Pastor and Youth & Family Ministry Committee to vision, plan, and implement youth programming at Peace Lutheran Church
 - b. Connect and work in partnership with youth leadership in other area ELCA congregations.
- 4. Supervisor**
 - a. Train, equip, and coordinate volunteers of the youth program at Peace Lutheran Church.

Minimum Qualifications:

The Director of Youth & Family Ministry must have a working knowledge of scripture, Lutheran theology and faith formation practices.

The Director of Youth & Family Ministry may possess previous experience in leading or assisting in leading youth activities.

The Director of Youth & Family Ministry must have completed a bachelor's degree or prove that he or she is completing the process of attaining a bachelor degree or educational equivalent.

The Director of Youth & Family Ministry must have a certification in CPR/First Aid.

The Director of Youth & Family Ministry must have a valid driver's license and a clean driving record.

The Director of Youth & Family Ministry will be subject to a criminal background check as a contingency of employment.

Physical Demands & Working Conditions:

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; talk or hear; and to reach with hands and arms. The employee is frequently required to walk; stand; and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 30-40 pounds. Specific vision abilities required by this job include close vision and distance vision.

While performing the duties of this job, the employee is sometimes exposed to outside weather conditions (e.g., conducting outside youth activities). The noise level in the work environment is usually moderate to high, depending on the number of youth present and the particular activity. The employee generally works in a typical office/classroom environment with no substantial exposure to adverse environmental conditions.

Core Competencies:

Mission Driven - Understands the importance of one's role in the larger congregational system; Knows the purpose of their mission area; Views success not in attendance but in the effect of relationships; Fits program area to the mission of the church.

Spiritually Mature - Shows evidence of rootedness in scripture and faith tradition; Is comfortable discussing biblical and theological concepts; Appropriately shares life experiences as illustrations of God's presence in life; Invites others into relationship with one another and with God; encourages growth in the faith of others.

Biblical/Theological Knowledge - Is familiar with scriptural witness; Connects themes in scripture to current events and life experience; Articulates the Lutheran perspective on scripture, relationships, and social issues; Is comfortable discussing topics related to scripture, theology, faith, and Christian living.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments; Deals with the public in a manner that effectively promotes the image of the Church and handles complaints tactfully but thoroughly.

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem-solving situations; Uses reason even when dealing with emotional topics; Able to define problems, collect data, establish facts, and draw valid conclusions.

Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.

Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions; Looks for and takes advantage of opportunities; Asks for and offers help when needed.

Team Work - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed; Recognizes accomplishments of other team members.

Leadership - Exhibits confidence in self and others; Inspires and motivates others to perform well; Effectively influences actions and opinions of others; Inspires respect and trust; Accepts feedback from others; Provides vision and inspiration to peers and subordinates; Gives appropriate recognition to others; Displays passion and optimism; Mobilizes others to fulfill the vision.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings. Keeps the Senior Pastor promptly informed of all matters of major importance and recommends actions with respect to such matters as may be required; Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.

Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

Some requirements in this job description may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. All requirements are subject to modification to reasonably accommodate individuals with disabilities.

Requirements are representative of minimum levels of knowledge, skills, and experience required. To perform this job successfully, the worker must possess the abilities and aptitudes to perform each duty proficiently.

This document does not create an employment contract, implied or otherwise, other than “at will” employment relationship. The Church retains the discretion to add duties or change duties or change the duties of this position at any time.

Acknowledgement of Receipt

This is to acknowledge that I have received my job description and had an opportunity to ask questions about it before I signed it. I have been given a copy of the job description for reference and agree that changes will be made from time to time and that I will receive a copy of changes made. I acknowledge that this job description will be used in my annual performance review to assess my work output. Further, I understand that in addition to complying with the policies described herein, I am also obligated to the policies outlined within the Peace Lutheran Church employee handbook.

Employee Signature/Date

I have reviewed this job description with the employee above and will work with him or her to help them meet the requirements of this position.

Supervisor Signature/Date