

JOB DESCRIPTION

St. John's Lutheran Church, 1804 Highland Ave. Eau Claire, WI 54701

POSITION: Director of Youth Ministry

Operational Supervisor: Associate Pastor

General Supervisor: Sr. Pastor

Position Purpose: To direct and lead youth programming for Middle School and High School age youth. The Director of Youth Ministry shall seek to foster Christian community through building relationships with young people that strengthen their commitment to the church and growth in faith in Jesus Christ.

Responsibilities: Subject to review and adjustment in conjunction with the supervising pastor and the Youth Ministry (YM) and the Congregational Council (when appropriate), the following constitute the major responsibilities of the **Director Of Youth Ministry** of St. John's Lutheran Church. **The Director of Youth Ministry shall:**

1. Provide leadership for and function as the primary staff person relating to the YM.
2. Oversee the recruitment and training of adult volunteers to work with Middle and High School age groups.
3. Plan and implement age appropriate activities for Middle and High School age youth that promote community through fellowship, fun and faith development. Such activities might include; musicals and dramatic presentations, small group Bible study, retreats and service projects.
4. Work with the YM in preparation of an annual budget.
5. Coordinate fundraising activities that support special youth activities and trips.
6. Promote Christian service through age appropriate service projects.
7. Work with other Church Youth Directors to support an intraLutheran Church High School Youth Group in which youth directors and youth work together to proclaim the gospel as traditionally understood by Lutheran Christians.

General Responsibilities

1. Be a part of the worshiping community of St. John's Lutheran Church on a regular basis, taking part in the means of grace.
2. Attend weekly staff meetings, monthly YM meetings, and any other meetings required by the supervising pastor.
3. Meet regularly with supervising pastor as needed at a time mutually agreed upon.
4. Coordinate youth activities with other ministries of the congregation in cooperation with staff.
5. Be in contact with office staff and provide a timely and accurate schedule of Youth activities. Keep the congregation informed of youth events by coordinating the publicity for youth activities through the appropriate vehicles provided by the church. (e.g. monthly newsletter,

special mailings, posters, bulletin announcements, web page, etc.) Provide monthly reports for the Congregational Council and a year end report for the congregation.

6. Manage the disbursement of budgeted funds for Youth Ministry within the guidelines of the approved budget and in adherence with the purchasing policies of the church.
7. Provide for the keeping of administrative records (requested by the YM, Congregational Council, and supervising pastor) needed to provide the **YM and Congregational Council information** needed for future planning. Such records would include but not be limited to: Individual fundraising accounts, and files on fundraisers, program activities for use in future planning (to include attendance, cost and adult volunteers) consent forms.
8. Encourage young people to participate in all facets of the life of the community of faith, including worship, choirs, educational opportunities, youth activities, synodical activities, Bible Camp and service projects, etc.
9. Refer prospective families for membership and unusual circumstances where followup is desirable to the supervising pastor.
10. Assist pastors and Confirmation Ministry in confirmation instruction as requested.

Working Conditions The position of Director of Youth Ministry requires great flexibility in hours available for work, including evenings and weekends. The position is a full time, salaried position and while the salary is based upon a projected 40 hrs. per week, the actual number of hours required during any given week are those needed to fulfill the responsibilities of the position. Furthermore it is recognized that the schedule may vary at different times of the year. **It is therefore understood that the Director of Youth Ministry shall:**

Maintain some regularly scheduled office hours in order to be accessible to youth, parents, staff and the leadership of the congregation.

2. Keep the church office informed as to how the Youth Director can be contacted.
3. Notify the staff prior to all unforeseen and untimely absences from regularly scheduled events, and provide a suitable substitute in the case of anticipated absence (meeting excepted).
4. In the case of extended time away from the office arrange to receive messages.
5. Be familiar with and operate within the guidelines set forth in the lay staff handbook

Office, phone, computer, voice mail, email, Internet services, duplicating and secretarial support is provided by the congregation for work related to this position.

Supervising pastor must approve continuing education.

Qualifications: Since the Youth Director plays a major role in the faith development of the younger members of the church, both as a leader, and as an example. St. John's seeks a professional leader who has a solid understanding of the foundations of the Christian faith, Lutheran tradition and who has a strong desire to nurture young people in the Christian faith. We seek a person who generates new ideas and programs and a person who values a team concept of ministry. Therefore the following qualifications are desirable.

1. Youth and Family Ministry, Education or significant experience in Youth Ministry.

2. The ability to work with youth and adults.
3. Good organizational skills.

Congregational Support

St. John's Lutheran Church values its brothers and sisters who have received a call to support and nurture the faith of our young Christians. We therefore on our part will:

1. Encourage, pray and support you as a leader in this congregation.
2. Support you with a salary package competitive with similar positions in the area the details of which can be negotiated depending upon your needs.
3. Provide you with paid time off in accordance with the Lay Staff guidelines of the congregation.
4. Review the terms of your employment on an annual basis.

Revised 12/2000