

ST. JAMES LUTHERAN CHURCH — VERONA, WI

POSITION DESCRIPTION

POSITION: DIRECTOR OF YOUTH MINISTRY
.4 (40%) PART-TIME/SALARIED

General Description — The Director of Youth Ministry (“Director”) will oversee youth programming, mission events and youth family engagement of St. James Lutheran Church (“St. James”). The Director will design ministries where youth and family members may receive, grow, and give Christ’s love in service to the world. The Director will work in conjunction with the Director of Education Ministry and the Children, Youth and Family Ministry Committee (“CYFMC”). This position reports to Pastor Narum as a vital team member of the staff at St. James.

Specific Areas of Oversight:

- Youth groups and events for middle and high school youth to include gatherings, bible studies, mission trips, camps and service projects;
- Family events, including fellowship, service and developing faith practices in the home and community.

Summary of Expectations:

1. The Director will develop strategies to foster discipleship in the lives of young people at St. James. The Director is not expected to run programs for St. James, but rather invite, equip, train and support a growing network of lay leaders in carrying out the vision and goals of the St. James CYFMC. The Director is expected to expand the involvement of mature lay leaders and youth as fellow leaders in this ministry.
2. The Director will develop meaningful, caring, and appropriate relationships with youth and their family members by modeling a healthy relationship which reflects Christian values.
3. The Director, in conjunction with the CYFMC, will guide the ongoing process of shaping the vision and mission of the youth ministries at St. James. The Director will work alongside lay leaders in planning, recruiting, staffing, equipping, implementing, budgeting and evaluating youth events at St. James.

4. The Director is encouraged to be creative and implement innovative strategies. The Director is invited to explore, along with other leaders in this ministry, best practices to help youth and their families grow in their relationship with Jesus Christ, with one another, and discover their unique gifts in service to the world.
5. The Director will explore creative opportunities and best practices to communicate to youth and families in a variety of ways, including social media. Good organizational and communication skills are paramount to this position, as well as the ability to balance multiple programs simultaneously.
6. The Director will attend weekly staff and CYFMC meetings. The Director will attend Congregational Council meetings upon request. The Director is encouraged to attend and support synod events related to youth ministries. This position requires flexibility in work hours, including evenings and weekends. The Director is encouraged to maintain a healthy balance between work and life outside work.
7. The Director will identify, plan and coordinate age appropriate regular programming for 4th – 12th grade children.
8. The Director will plan, organize and execute mission trips, youth gatherings, camp opportunities and service projects for 4th – 12th graders.

Qualifications:

- The Director shall have a strong foundation in the Christian faith, with a willingness to grow in faith and sharing Christ's love with others in word and action.
- The Director shall be a person of prayer, integrity, and trust, with a knowledge of and commitment to Lutheran theology as expressed through the Evangelical Lutheran Church in American (ELCA), and committed to regular worship and study.
- A four-year college degree is preferred. A background check will be conducted upon offer. Training and experience in developing children, youth and family education ministries is desired but not required.
- Candidates shall be committed to life-long learning, open to receiving and giving constructive criticism, and with a passion to help children and youth grow in love toward God and neighbor.

Compensation:

- Salary in relation to education, experience, and ability. Additional benefits are outlined in the St. James Employee Handbook.

The above position description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. This PD is a working document and will be revised on a regular basis as necessary.