

## **Christiana Evangelical Lutheran Church**

### **Youth Director Job Description**

#### **Christiana's Mission Statement:**

We are a Christian centered congregation committed to the authority of the Bible as the inspired Word of God. His Word commands us to reach out to all people with the saving power of the Gospel of Jesus Christ.

#### **Scope:**

The Youth Director is a part-time position responsible for planning and implementing Christiana's Youth Program which includes the spiritual, service, and social and education ministry of all:

- Elementary school children (grades K-5) -Oversee
- Middle school youth (grades 6-8) -Lead
- High school youth (grade 9-12) -Lead
- College age youth -Oversee/Lead

#### **The program includes, but is not limited to:**

- Youth groups
- Youth Sunday school
- Confirmation
- Vacation Bible School

#### **Goals:**

Provide spiritual education and social direction and opportunities to help youth:

- Grow in faith in Jesus Christ.
- Serve Christ by serving others.
- Share the good news of Jesus with others.
- Strengthen our commitment to the church.

#### **Education:**

Preferred education required:

- B.A. in Christian Studies, Christian education, Education, Youth Ministry or Theology

Minimum education required:

- Certification for training and educational concepts. Youth Ministry or Theology knowledge and background.

#### **Qualifications:**

The Youth Director plays a major role in the faith development of the church's children and youth, both as a leader and as an example. The position requires a professional leader who has a solid understanding of the foundations of Christian faith, Lutheran tradition and who has a strong desire to lead young people in the Christian faith. A person who generates new ideas and create excitement around youth programs that value a team concept of ministry. Therefore the following qualifications are required:

- A disciple of Jesus Christ with an understanding of the Lutheran perspective.
- A role model reflecting a solid Biblical foundation and a faithful life in Jesus Christ.
- Has experienced a personal calling by God to minister to children and youth.

- Highly energetic, outgoing, young-at-heart personality with ability to relate and work well with children, youth, parents, volunteers and staff.
- Able to demonstrate practical knowledge and skill in leadership.
- Knowledgeable of youth and changes in youth culture and utilizes these understandings in ministry.
- Must be able to teach, disciple, and mentor children and youth in their faith life.
- Good communicator that is skilled with delivering/speaking with small and large groups and every age level.
- Proficient technology/social media skills.
- Understanding of and commitment to Christian education.
- Must possess organizational and administration abilities.
- Pass background check.

### **Responsibilities:**

Subject to review and adjustment in conjunction with the pastor and Church Council, the following constitute the primary responsibilities of the Youth Director of Christiana Lutheran Church:

- Plan and implement Christiana's Youth Program. This includes events and activities for all youth groups that encourage participation of youth and their friends.
- Build and foster relationships with children and youth that strengthen their faith in Jesus and commitment to Christiana's mission.
- Identify and develop youth leaders within the youth groups; to encourage youth direction, planning and ownership of youth ministry.
- Plan and coordinate year-around participation in mission work and service work.
- Organize and implement fund raising events to help support youth activities and outreach.
- Publicize and report Youth Program events, activities, goals, needs and successes to the congregation using all available media as well as direct communication.
- Coordinate or assist with coordinating special youth events and Sunday school presentations, programs and activities such as Youth Sundays, Youth Led Worship in Pastor's absence, Rally Day, youth in the Grove, Christmas caroling, dramas, skits, etc.
- Plan and implement Vacation Bible School. This includes selecting and ordering curriculum and recruiting volunteers.
- Assist Pastor with First Communion
- Assist Pastor in teaching Confirmation classes and attend summer Campfirmation.
- Attend Christiana's worship services with the exception of planned time off approved by the Pastor.
- Actively encourage children and youth involvement in worship service.
- Assist in training of acolytes.
- Lead Children's Sermon.
- ***Make regular contact with all youth and their families- active and inactive.***
- Coordinate Youth Committee meetings and other meetings as necessary.
- Prepare annual budget for Youth Program in consultation with the Pastor and Youth Committee.
- Communicate and coordinate activities with staff secretary who keeps the church calendar and publishes the Sunday bulletin, weekly updates and monthly newsletter.
- Participate in NALC Carolinas Mission functions as directed by the Pastor.

### **Accountability:**

The Youth Director will:

- Work under the direct supervision of the Pastor.
- Coordinate and communicate the plans and activities related to his/her ministry to the Pastor, Youth Committee and other church staff in a timely manner.

- Provide monthly and annual written reports summarizing his/her work and activities.
- Receive an annual performance review by the Pastor.

**Work Environment:**

The position of Youth Director requires great flexibility in hours available for work, including evenings and weekends. Youth Director is a part time, salaried position based on 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 Youth Director shall:

- Should be assessable to youth, church staff and parents.
- Notify the Pastor prior to all unforeseen and untimely absences from regularly scheduled events, and provide suitable substitute in the case of anticipated absence.

**Congregational Support:**

Christiana Lutheran Church values its brothers and sisters who have received a call to support and nurture the faith of our youth. We therefore on our part will:

- Encourage, pray for and support the Youth Director as a leader in the congregation.
- Enter into a one-year renewable employment contract with the following compensation package:
  - Base Salary – \$10,000 as a part-time capacity. This can be modified based on the number of hours required to complete the task included in this job description. Current estimates approximately 15-20 hours a week as an overall average.
  - Mileage expense
  - Cell phone allowance
- Supply an office, desk, phone, computer, internet services, printer access to a copier, limited secretarial support.
- Supply other reasonable resources necessary to carrying out the duties of the position.