

St. Philip's Lutheran Church

Job Description

JOB TITLE: Director of Youth and Young Adult Ministries

DATE WRITTEN: September, 2022

REPORTS TO: Pastor

STATUS: Non-exempt, Part time, 20 hours/week

POSITION SUMMARY

The Director of Youth and Young Adult Ministries is to be a person dedicated to the ministry of the Lord Jesus Christ and committed to the mission and vision of St. Philip's Lutheran Church. This position focuses on inspiring, encouraging and nurturing the ongoing faith formation of youth and young adults. The Director of Youth/Young Adult ministries will be responsible for planning and leading ministry opportunities that are engaging, faith forming, relational, service minded and fun!

DUTIES AND RESPONSIBILITIES

1. Administrative Responsibilities

- Maintain attendance records and update contact information with church office.
- Gather information for background checks and supervise safe church training.
- Maintain a valid driver's license with current insurance coverage.

2. Budget/Finances

- Prepare annual budget for Youth and Young Adult ministries with the Faith Formation Ministry Team.
- Track expenses and youth activity revenues.
- Coordinate fundraising activities for camp, the National Youth Gathering, and other special events.

3. Ministry Team

- Attend weekly staff meetings.
- Attend monthly Faith Formation Ministry Team meetings.

4. Communication

- Maintain appropriate social media accounts and web pages
- Provide written reports as requested by council.
- Provide timely information to the congregation about upcoming events via bulletin announcements, newsletter, and the church website.
- Collaborate with staff and ministry teams to integrate youth throughout congregation events and worship.
- Connect with community via service projects i.e., nursing home visits, family service visits, and other appropriate ministries. Connect with other local churches to coordinate actives and community building/service.

5. Facilities Management

- Maintain security of building as needed.
- Maintain storage of items used for youth and young adult activities.

6. Program Planning

- Provide programming for continuity of learning and progression of children's faith development, including developing and implementing a confirmation program. Recruit and train volunteers to assist with youth ministry.
- Foster involvement and service. Work with each young person to help discover their passions and assist with finding a place for them to serve within the congregation and community.
- Plan and implement fellowship activities for youth and young adults at SPLC and in the community.
- Provide promotion of camp, summer trips (including the National Youth Gathering), and mission opportunities and fundraising. Recruit and train trip co-leaders and travel on trips.
- Work with Pastor to plan a consistent youth and young adults' presence in worship services.

7. Other Duties as assigned

QUALIFICATIONS

Required:

- Passion for Jesus Christ and love for youth and their families
- Experience in youth ministry
- Excellent verbal and written communication skills – technology/social media experience a must
- Strong organizational skills
- Creative, enthusiastic, faith-filled spirit
- Work well alone, and in a team
- Ability to build a team of adults to assist with youth and young adult ministries
- Regular attendance at worship is expected

Physical requirements:

- Ability to regularly lift 50 pounds.
- Ability to climb a ladder of 3-5 feet.

Preferred:

- Ability to lead music, guitar playing a plus.

PERSONNEL MANAGEMENT

- Recruit, work with and equip volunteers to plan and implement Youth and Young Adult programming

POSITIONS RESPONSIBLE FOR N/A