



Job Description

Position Title: Director of Youth Ministry

Classification/FLSA: Exempt

Reports to: Pastor Ben Hilding

Summary/Objective of Position: Director of Youth Ministry provides a leadership role in developing and implementing a comprehensive ministry program for birth through 12th grade. The Director of Youth Ministry shall seek to foster Christian community through building relationships with children and their families in a way that strengthens their connection to the church and grows their faith in Jesus Christ. The candidate should have a passion for working with children, an inclusive spirit, a strong Christian faith and an ability to connect personally with children of all ages, parents/caregivers and co-workers.

Essential Functions:

- Function as a primary staff person relating to children and their families; providing leadership for ongoing ministry opportunities for students to grow relationships with one another, with the greater congregation, and most importantly, with God.
- Develop a scope and sequence for the faith formation of children, which includes oversight for the implementation of Sunday School, Crew Time, High School and Vacation Bible School ministries.
- Assist in developing scope and sequence for confirmation, which includes week-to-week oversight of administrative responsibilities.
- Plan and implement age-appropriate activities for youth that align with Holy Trinity's overall mission and vision for faith development. Such activities might include small group Bible studies, retreats, mission trips, service projects, day trips and activities.
- Recruit and train adult volunteers to work with birth-12th grade age groups and supply leaders with timely access to teaching materials and supplies.
- Ensure that the youth ministry practices are consistent with Holy Trinity's Child Protection Policy and corresponding procedures.
- Research and acquire curriculum that aligns with the vision and theology of the ELCA.
- Operate within budgeted resources.

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Competencies:

- Initiative – follows up on incomplete tasks and directions; enjoys working hard and is action-oriented and energetic; does not wait for direct requests to complete obvious tasks; looks for work to do.
- Organizational Knowledge – knowledgeable about how congregational communication, decision making and leadership works; familiarizes oneself with all programs and in the church.
- Team Orientation – demonstrates interest, skill and success in team environments; communications with integrity with all staff; steps up to offer self as a resource to other members of the team; professional in appearance and demeanor so as not to detract from organization success.
- Compassion and Care – Shows care for the well-being of others in appropriate and boundaried ways.
- Integrity and Trust – Is seen as trustworthy by others; practices direct, honest and transparent communication; keeps confidentiality; is willing to admit mistakes.

Supervisory Responsibility: This role does not directly supervise other staff but does provide guidance, coaching and direction to volunteers.

Work Environment: The nature of the work will involve ministry both at church and off-site.

Physical Demands:

- Able to lift 25 pounds
- Desk work which may involve sitting for long periods of time
- General office duties such as typing, copying, and filing

Position Type/Expected Hours of Work: The position of Director of Youth Ministry requires flexibility for hours available for work, including evenings and weekends. The position is a full-time, salaried position, based upon a projected 40 hours per week. It is recognized that the schedule may vary at different times of the year.

The Director of Youth Ministry shall:

- 1) Maintain certain regularly scheduled office hours and contact information in order to be accessible to the congregation.
- 2) Commit to ongoing education and additional learning and training through seminars, conferences, and classes.
- 3) Be familiar with and operate within the guidelines set forth in the Holy Trinity Employee Handbook.

Travel: This job may require travel.

Required Education & Experience: The Director of Youth Ministry plays a major role in the faith development of the younger members of the church, both as a leader, and as an example. Holy Trinity seeks a professional leader who has a solid understanding of the foundations of the Christian faith,

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Lutheran tradition, and who has a strong desire to nurture young people in their 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:

- A Bachelor's degree in Children's Ministries.
- Minimum of two years' experience in leading children, youth or family ministries.
- Good organizational and interpersonal skills.
- Ability and desire to utilize technology to strengthen communication.

Preferred Education & Experience:

- Masters of Arts in Children's Ministry (Equivalent education will also be considered).

Holy Trinity Lutheran Church (HTLC) is an equal opportunity employer and it is the policy of HTLC to prohibit discrimination based on race, color, sex, age, national origin, disability, genetic information or any other consideration made unlawful by applicable law. As a religious organization, HTLC reserves the right to make employment decisions based on its religious and moral principles.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

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