

**GRACE LUTHERAN CHURCH
501 VALLEY PARK DRIVE
LIBERTYVILLE, IL 60048
(847) 367-7050**

POSITION TITLE: Director of Youth Ministry

ACCOUNTABILITY: This position is directly accountable to the church council representative as well as the Senior Pastor with budgetary and reporting accountability to the Growth and Faith Ministry Team.

PRIMARY OBJECTIVE OF THE POSITION: The Church recognizes the importance of children and youth as an integral part of its ministry. The challenge to provide exciting and meaningful ministry to these young people must always remain the primary objective. The Director of Youth and Family Ministries works to encourage, inspire and nurture young people and their families in the Christian faith

PRIMARY FUNCTIONS:

1. Demonstrate passion for working with and nurturing youth
2. Develop and maintain a strong vision of creating and continuing a vibrant program
3. Desire to keep learning (continuing education program to introduce new effective concepts to youth)
4. Able to evaluate, adapt and grow youth programs
5. Able to recruit and train volunteers
6. Demonstrate relational aspect (investing in lives of students)

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Interact with youth from 5th-12th grade with various levels of duration with different activities/leadership needed per level
2. Ownership in creating faith formation with the Growth in Faith Ministry team
3. Participate in creative planning of committees or task groups that are an integral part of the position and ministry
4. With a Youth Ministry Team, develop vision, identify goals, determine structure, implement plans and evaluate programs
5. Recruit, train and encourage a team of adult volunteers to develop Christ-centered bonds with all youth
6. Coordinate and lead programs offering opportunities for growth in faith by creating a welcoming and safe atmosphere, enhancing personal connections, planning and organizing mission opportunities
7. Initiate opportunities to participate in the lives of youth
8. Coordinates and develops junior and senior high school youth ministry programs as well as confirmation, JAM nights and other various programs
9. Provides outreach and leadership to young adults including: Bible study, mission projects, and other opportunities for spiritual growth
10. Provides resources and advocacy to the youth and young adults within the church and local community. Counsels and makes referrals as appropriate.
11. The Director of Youth Ministries shall be provided the opportunity to use his/her gifts in other areas of ministry, where appropriate, in coordination with the Lead Pastor
12. Determine annual schedule for the retreats and mission trips, considering occasional special planned events.
13. Assist in the development of an annual budget and assist in the selection of the youth group equipment/maintenance

Director of Youth Ministry

OTHER GENERAL EXPECTATIONS INCLUDE, BUT ARE NOT LIMITED TO:

1. Endorse and support the local church and her mission
2. This position requires the ability to work on Sunday mornings and evenings, establish *regular planning time, attend weekly staff meetings, maintain office hours after school and during summer break* as part of your regular work week; *ensure availability to Chaperone periodic retreats and trips*
3. Communicate milestones to the congregation
4. Oversee fundraising for events and trips
5. Identify and invest in team members who show strong leadership potential
6. Identify, develop and supervise volunteer team leaders and ministry workers
7. Other duties as assigned

OTHER TERMS OF EMPLOYMENT:

1. This is a part-time hourly position. A working schedule of approximately 20 hours a week will be developed with the Senior Pastor
2. Performance reviews will be held annually or in compliance with the *employee handbook*
3. A background check is required.

QUALIFICATIONS:

1. Four-year degree from an accredited college/university or seminary training
2. Emphasis in childhood education and/or Christian education a plus.
3. Experience and abilities in connecting with youth and parents
4. A desire to teach and mentor children with patience and an accepting heart.
5. Show evident love for God, the gospel and helping parents grow their children's faith
6. Excellent relational and interpersonal communication (verbal and written) and organizational skills
7. Computer literate and solid user of electronic equipment and social media
8. Ability to train, develop and shepherd adults and children with whom they work.
9. Passionate, Self- Starter and high energy leader
10. A regular participant in public worship at the Church
11. A mature growing follower of Jesus Christ who subscribes to and affirms the Statement of Faith and Covenant of the Church

EXPERIENCE:

- 3 – 5 years leadership experience in youth ministry, ELCA Lutheran Church a plus
- Experience creating and developing a youth ministry program from ground -up a plus

INTERPERSONAL SKILLS AND DEVELOPMENT: This position needs the ability to make decisions and delegate responsibilities to others. This position will have the responsibility to recruit volunteers, communicate ministry expectations, and, with the counsel of the pastor(s), shape the team so that ministry effectiveness is assured. This requires an ability of interpersonal communication. Required to interact and serve with the Senior Pastor and staff, and be under the direction of the Pastor(s).

PERSONAL ATTITUDES: A Spirit-filled engaging friendliness; joy of life; a great empathetic sense; caring for and loving others in Christ; a desire to share the grace, love and life of Jesus Christ with others; a positive mental attitude of faith, hope and love; serving with a glad and humble attitude; an ability to graciously express leadership; openness to new ideas; self-starter / self-initiative imperative

ADMINISTRATION: Coordination with the pastoral and church staff; participation in regularly scheduled meetings with the Senior Pastor; participation in supervising or mentoring by an assigned pastor(s); regular communication with the church through the use of the bulletin, newsletter and other channels; occasional reports and an annual report to the appropriate Church Council Representative; occasional letters, etc.