

JOB DESCRIPTION

St. Timothy Lutheran Church, 1313 N. Mill St. Naperville, IL 60563

POSITION: Director of Youth Ministry

Supervisor: Sr. Pastor

Position Purpose: To direct and lead youth programming for Middle School and High School age youth. The Director of Youth Ministry shall seek to foster Christian community through building relationships with young people that strengthen their commitment to the church and growth in faith in Jesus Christ. The primary task of youth ministry is to love youth where they are, encourage the development of their relationship with God, provide opportunities for nurture, growth and fellowship and challenge them to respond to God's call to serve in their communities and world.

Responsibilities: Subject to review and adjustment in conjunction with the supervising pastor and the Congregational Council, the Director of Youth Ministry shall:

1. Provide leadership for and function as the primary staff person relating to YM.
2. Oversee the recruitment and training of adult volunteers to work with Middle and High School age groups.
3. Plan and implement age appropriate activities for Middle and High School age youth that promote community through fellowship, fun and faith development, including confirmation ministry. The DYM will be the primary planner and teacher in the congregation's confirmation ministry, assisted by the senior pastor.
4. Work with the staff and council in preparation of an annual budget.
5. Coordinate fund-raising activities that support special youth activities and trips.
6. Promote Christian service through age appropriate service projects.
7. Seek ways to connect youth with synodical youth events and other Lutheran youth groups in our area.

General Responsibilities

1. Be a part of the worshipping community of St. Timothy Lutheran Church on a regular basis, taking part in the means of grace.
2. Attend weekly staff meetings and any other meetings required by the supervising pastor.
3. Meet regularly with supervising pastor as needed at a time mutually agreed upon.
4. Coordinate youth activities with other ministries of the congregation in cooperation with staff.
5. Be in contact with office staff and provide a timely and accurate schedule of youth activities. Keep the congregation informed of youth events by coordinating the publicity for youth activities through the appropriate vehicles provided by the church. (e.g. monthly newsletter, special mailings, posters, bulletin announcements, web page, etc.) Provide monthly reports for the Congregational Council and a year-end report for the congregation.
6. Manage the disbursement of budgeted funds for Youth Ministry within the guidelines of the approved budget and in adherence with the purchasing policies of the church.
7. Provide for the keeping of administrative records. Such records would include but not be limited to:

Individual fund-raising accounts, and files on fund-raisers, program activities for use in future planning (to include attendance, cost and adult volunteers) consent forms.

8. Encourage young people to participate in all facets of the life of the community of faith, including worship, choirs, educational opportunities, youth activities, synodical activities, Bible Camp and service projects, etc.
9. Refer prospective families for membership and unusual circumstances where follow-up is desirable to the supervising pastor.

Working Conditions

The position of Director of Youth Ministry requires great flexibility in hours available for work, including evenings and weekends. The position is a part-time, salaried position based upon a projected 30 hours per week, 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 Director of Youth Ministry shall:**

Maintain some regularly scheduled office hours in order to be accessible to youth, parents, staff and the leadership of the congregation.

2. Keep the church office informed as to how the Youth Director can be contacted.
3. Notify the staff prior to all unforeseen and untimely absences from regularly scheduled events, and provide a suitable substitute in the case of anticipated absence.
4. In the case of extended time away from the office arrange to receive messages.
5. Be familiar with and operate within the guidelines set forth in the staff handbook

Office, phone, computer, voice mail, email, Internet services, duplicating and secretarial support is provided by the congregation for work related to this position.

Supervising pastor must approve continuing education.

Qualifications:

Since the Youth Director plays a major role in the faith development of the younger members of the church, both as a leader, and as an example. St. Timothy seeks an energetic, enthusiastic professional leader who has a solid understanding of the foundations of the Christian faith, Lutheran tradition and who has a strong desire to nurture young people in the 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.

1. Youth and family ministry education or significant experience in youth ministry.
2. The ability to work with youth and adults.
3. Good organizational skills.

Congregational Support

St. Timothy values its brothers and sisters who have received a call to support and nurture the faith of our young Christians. We, therefore, will:

1. Encourage, pray and support you as a leader in this congregation.
2. Support you with a salary package competitive with similar positions in the area the details of which can be negotiated depending upon your needs.
3. Provide you with paid time off in accordance with the Lay Staff guidelines of the congregation.

4. Review the terms of your employment on an annual basis.