**JOB DESCRIPTION**

St. John's Lutheran Church & School

215 S. Lincoln St.

Lombard, IL 60148

(630) 629-2515

www.stjohnslombard.org

**POSITION:** **Director of Youth Ministry**

**Operational Supervisor: Associate Pastor**

**General Supervisor: Senior Pastor**

**Position Purpose:** To direct and lead youth programming for Middle School and High School 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, growth in faith, and equip them to disciple others.

**Responsibilities:** Subject to review and adjustment in conjunction with the supervising pastor and the Youth Ministry Team (YMT), the following constitute the major responsibilities of the **Director of Youth Ministry** of St. John's Lutheran Church & School.

**The Director of Youth Ministry shall:**

1. Provide leadership for and function as the primary staff person relating to the 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. Such activities might include small group Bible study, youth group gatherings, youth worship, fun events, retreats, service projects, mission trips, movies, concerts, and the like.

4. Oversee the recruitment and training of adult and youth volunteers to lead Kingdom Quest Sunday School Ministry.

5. Oversee the recruitment and training of adult and youth volunteers to lead Vacation Bible School.

6. Lead School Chapels

7. Be visible and engaging in school with the students, faculty and parents during school hours and events.

8. Preparation and submit an annual youth ministry budget.

9. Coordinate fund‑raising activities that support special youth activities and trips.

10. Promote Christian service through age-appropriate service projects and mission trips.

11. Work with other Church Youth Directors to support an intra‑Lutheran Church High School Youth Group in which youth directors and youth work together to proclaim the gospel as traditionally understood by Lutheran Christians.

**General Responsibilities:**

1. Be a part of the worshiping community of St. John's 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. weekly newsletter, special mailings, posters, bulletin announcements, web page, Facebook, etc.)

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 (requested by the YMT and supervising pastor) needed to provide the YMT and Governing Board informationneeded for future planning.

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, service projects and mission trips, etc.

9. Refer prospective families for membership and unusual circumstances where follow‑up is desirable to the supervising pastor.

10. Assist pastors in confirmation instruction as requested.

11. Keep good communication with parents.

**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 full-time, salaried position and while the salary is based upon a projected 40 Ins. 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:**

1. 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 (meeting excepted).

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 Employee Handbook regarding office, phone, computer, voice mail, email, internet services, duplicating and secretarial support is provided by the congregation for work related to this position.

6. 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. John's seeks a 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.
4. Effective in communication skills, including teaching, counseling and ease when speaking in large groups.
5. Strong computer skills (Microsoft Office, Google, etc.)
6. Actively participates in social media (Facebook, Instagram, Twitter, TikTok, etc.)
7. The ability to inspire and motivate Youth in their spiritual growth walk.
8. The ability to confront relational challenges in a biblical manner across generations.
9. The ability to demonstrate the ability to provide and receive constructive feedback.
10. The ability to demonstrate Strategic Planning capabilities.
11. The ability to maintain confidentiality.

**Congregational Support:** St. John's Lutheran Church and School values its brothers and sisters who have received a call tosupport and nurture the faith of our young Christians. We therefore on our part 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 Employee Handbook guidelines of the congregation.

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

Please contact Pastor Pete Imlah @ [pete.imlah@stjohnslombard.org](mailto:pete.imlah@stjohnslombard.org) for more information. Resumes can also be sent to Pastor Pete Imlah.

*Working Copy 08/08/2023*