



**JOB TITLE:** Director of Youth Ministry  
Full-Time

**DATE:** March 5, 2024

**REPORTS TO:** Associate Pastor of Children, Youth and Family

**JOB PURPOSE:**

The Director of Youth Ministry directs and leads youth programming for Middle School and High School age youth as well as supports the entire ministry of Children, Youth and Family (CYF). They work to fulfill the mission and vision of Resurrection Lutheran Church (RLC) through dynamic programming and connecting the congregation to the youth and their families by building relationships, equipping them, helping them discover their gifts and identify as a child of God.

**ESSENTIAL FUNCTIONS will include but not limited to:**

1. Provides leadership for and functions as the primary staff person relating to the Youth Ministry
2. Working through the Pillars of **Worship, Learn** and **Serve**, plans, coordinates, and implements age-appropriate activities for Middle and High School age youth that promote the congregation connecting the youth and their families. This includes the ministries of Confirmation, High School Sunday School, and social media.
3. In cooperation with the Pastor of CYF, oversees the recruitment and training of adult volunteers to work with Middle and High School age groups.
4. Performs administrative functions for CYF including but not limited to:
  - a. Preparation and management of an annual budget.
  - b. Recordkeeping for future planning of program activities and consent forms.
  - c. Preparation of monthly reports for the Congregational Council and a year-end report for the congregation; and
  - d. Development and dissemination of communications marketed directly to youth and their families.
5. Coordinates fund-raising activities that support special youth activities and trips.
6. Prepares and coordinates timely and accurate schedules of youth activities to keep the congregation informed of youth events and the publicity for youth activities through the appropriate vehicles provided by the church.
7. Performs other duties as assigned.

**EDUCATION AND EXPERIENCE:**

1. Youth and Family Ministry, Education, or significant experience in Youth Ministry. Degree preferred.
2. A clear testimony of faith and a vital, personal, and growing relationship with Christian beliefs evidenced by attitude and behavior. An understanding of Lutheran tradition is preferred.

### **SKILLS AND TALENTS:**

1. Effective leadership skills in working with and training both youth and adults in a group setting or one-on-one basis. Ability to maintain control and establish clear boundaries and high expectations, while ensuring an enjoyable and meaningful experience for program participants.
2. Flexible and adaptable to various situations and when interacting with different personalities and age groups.
3. Strong work ethic, commitment to excellence, ability to work independently and reliably.
4. Excellent interpersonal skills (with multiple generations), time management, organizational and verbal and written communication skills.
5. Values open communication and team understanding of ministry.
6. Appropriate judgment in the areas of discretion, sensitivity, and leadership.
7. Proficient in Microsoft Office Suite and ability to learn other church databases as needed.
8. Must pass a background check, have a valid driver's license, and be insured

### **WORKING CONDITIONS:**

1. Must be available to work variable hours.
  - a. When programming does not exist on weekends and holidays, the Director of Youth Ministry will be expected to be present and support the worship services when needed.
  - b. Employees are expected to be available for services and special events during Holy Week and Christmas Week.
  - c. Employees are encouraged to be available for special events including but not limited to Fall Festival, Synod Assembly (when hosted by RLC) and Installations.
2. Must maintain regularly scheduled office hours to be accessible for youth, parents, staff and the leadership of the congregation.
3. No adverse environmental conditions expected.

### **For More Information please contact:**

Johnine Vette, [jvette@orovalley.org](mailto:jvette@orovalley.org)

