

SHEPHERD OF THE HILLS LUTHERAN CHURCH, ELCA
YOUTH AND FAMILY DIRECTOR JOB DESCRIPTION
MARCH 2024 REVISION



Purpose:

To oversee fellowship and service gatherings for the youth and families of Shepherd of the Hills. He/she shall seek to foster Christian community through building relationships with young people and parents that strengthen their commitment to God's church and encourage growth in faith. This position will build upon established youth and family efforts and seek to grow those efforts with joy and purpose.

Supervision:

The Youth and Family Director serves under the supervision of the Pastor(s). He/she works in conjunction with the Youth Ministry Team and Young Families Team.

Responsibilities and Duties:

1. Youth Ministry

- a. Provide leadership for and function as primary staff person relating to the youth.
- b. Work in conjunction with the Pastor(s) and the Youth Ministry Team to define and execute priorities for youth ministry.
- c. Maintain an accurate and current roster of middle school and high school aged youth.
- d. Oversee the recruitment and training of adult volunteers to work with middle school and high school age groups.
- e. Plan and implement age-appropriate activities (fellowship and service) for middle school and high school youth that promote community, faith development, service, and joy:
 - i. One weeknight gathering should be held year-round. The night should be selected in conjunction with youth parents and the supervising pastor.
 - ii. Sunday morning gatherings will occur year-round.
 - iii. Monthly special events including (but not limited to) lock-ins, outdoor activities, special service activities, family meals.
- f. Coordinate fund raising activities that support special youth activities and trips.
- g. Help plan and lead Christian education for middle and high school youth in conjunction with Supervising Pastor.
- h. Identify and communicate with the Youth Team, Supervising Pastor, and church leadership the areas of growth in this ministry and the need for additional resources.

2. Family Ministry

- a. Work in conjunction with the Pastor(s) and the Families Team to define and execute priorities for family ministry.
- b. Maintain an accurate and current roster of preschool and elementary-aged youth.
- c. Organize and facilitate family-centered events for that emphasize relationship development and Christian service
 - i. Events should be held once a month or at an interval determined in conjunction with families and the Supervising Pastor
 - ii. Events should be age-appropriate and integrate parents into the activities.
- d. Oversee the recruitment and training of adult volunteers to work with families in the congregation.
- e. Offer resources and support to parents/guardians to help them navigate the challenges of raising children in today's world while fostering Christian values and principles.
- f. Identify and communicate with the Family Team, Supervising Pastor, and church leadership the areas of growth in this ministry and the need for additional resources.

3. Duties for Both Areas of Ministry

- a. Meet regularly with Supervising Pastor. Weekly staff meetings may satisfy this responsibility.
- b. Work with the Supervising Pastor and the Youth and Family teams to identify appropriate priorities and time use between the two areas of ministry for both short-term and long-term planning.
- c. Coordinate youth and family activities with other ministries of the congregation.
- d. Keep the congregation informed of youth and family events by coordinating the publicity for youth and family activities through the appropriate communication channels provided by the church.
 - i. Provide monthly update announcements to the "Shepherd's Call" email.
 - ii. Deliver announcements at all worship services in conjunction with major youth and family events.
- e. Provide monthly reports for the Church Council and the annual Congregational Meeting.
- f. Attend monthly Church Council meetings unless the absence is approved by the Pastor
- g. Provide timely, alternative plans if planned events cannot occur as intended to provide consistency to youth and families.
 - i. If the Youth and Family Director is unable to attend due to an emergency, he/she will ensure a parent volunteer is available to be with the youth and communicate the new leadership to parents.

- ii. If the Youth and Family Director is available, he/she will communicate the new plan to parents and youth.

Compensation:

The Youth and Family Director position is an half-time, hourly position which is paid on a bi-weekly schedule. Timecard must be approved by Supervising Pastor prior to pay. The position is budgeted for 20 hours a week at \$22/hour. Hourly wage will increase with experience and performance. Any overages in hours must be approved prior to the overage by the Supervising Pastor.

This position shall have two weeks of paid time off annually (calendar year). These weeks must be approved with the Supervising Pastor a month in advance of the time off.

Compensation for out-of-town trips will be determined by the Supervising Pastor in conjunction with the Executive Council of the congregation.

Skills and Qualifications desired:

1. A commitment to a grace-based, joyful, and progressive expression and understanding of Christian values
2. Experience in Youth and Family Ministry
3. Good organizational and communication skills
4. Attention to details
5. Leadership abilities that includes the ability to recruit, motivate, and retain volunteers
6. A successful background check (required)
7. A commitment to good interpersonal relationships, teamwork and support of church ministries, and a pleasant personality

An annual performance and job description review will be done with the Pastor and/or Executive Council.

Acknowledgement and Signature:

I have read and received a copy of my job description.

Employee:

Date: