

## Organization/Church Employees/Youth Minister

### Reports to Pastor

### Position Summary

The Youth Minister will partner with the congregation to nurture in children and youth: a deeper relationship with Christ, an understanding of living out their Baptism, a vitalized relationship with the Christian community and a strong commitment to serving others.

### Organizational Relationships

1. Play an active role in the operation of St. James as a member of the professional staff.
  - a. Develop a core team who shares in the primary responsibility for youth ministry programs.
  - b. Build and/or maintain networks of congregational support for specific youth ministry programs.
  - c. Attend Youth Ministry Committee meetings to cooperate in planning, organizing, and completing youth programs and activities.
  - d. Attend Christian Education Committee meetings.
  - e. Attend weekly staff meetings and participate in staff retreats.
  - f. Provide monthly reports to the Youth Ministry Committee.
  - g. Carry out responsibilities as assigned by a pastor.
  - h. Serve as part of the Leadership Team of the congregation.
  - i. Supervise Nursery Attendant

### Principal Accountabilities

1. Collaborate with the Leadership Team to envision, develop and oversee programs for all youth.
  - a. Communicate well with the church staff, parents, congregation and youth and exhibit a spirit of community.
  - b. Plan and execute/coordinate regular elementary, middle, and high school youth group functions in partnership with the Youth Ministry Committee.
  - c. Develop, announce and publish a schedule of all youth activities.
  - d. Plan and promote youth involvement in WaterLife and Youth Sunday services.
  - e. Plan and promote youth involvement in community service projects.
  - f. Carry out educational programming during Youth Group gatherings.
  - g. Develop and implement summer programming.
  - h. Support Youth Ministry Committee fundraising projects.
  - i. Collaborate with Office Manager and Treasurer to manage the Youth Activities Budget and the Work Camp/Youth Gathering fund.
  - j. Encourage participation in Synod and local ecumenical activities.
  - k. Keep attendance records for all youth activities.
  - l. Adhere to Child Protection Policy.
  - m. Help review Youth Volunteer paperwork and coordinate the clearance process.
  - n. Maintains files relating to authorized Youth Volunteers.

- o. Develop processes with the Youth Ministry Committee for ongoing evaluation of youth ministry programs.
2. Assist in educational/other activities of the congregation.
  - a. Help and participate in Vacation Bible School events.
  - b. Coordinate and participate in youth retreats, work camps, and national youth gatherings.
  - c. Help plan and participate as appropriate in other church activities offered or sponsored by staff and congregation committees.
3. Extend the ministry of St. James into the community.

### Qualifications

1. Ability to share the Lutheran faith.
2. Strong managerial and relational skills.
3. Team building skills: recruiting volunteers, training and supporting them.
4. Excellent communication skills with both youth and adults.
5. Group processing and facilitation skills.
6. Organizational skills: program building, team building, time management, delegation, long-range planning, financial management and budgeting.
7. Ability to relate with empathy and build trust with youth and staff in a group and on a one-to-one basis.
8. Ability to work collaboratively with Pastors, Staff, Congregation Council, parents and youth.
9. Ability to function without direct supervision.
10. Knowledge of adolescent spiritual and personal development, youth culture and sociology.
11. Experience in youth ministry.
12. Previous experience working with youth in a Christian setting is highly desirable.
13. Experience in teaching and/or counseling helpful.
14. Active member of ELCA congregation.
15. Bachelor's degree preferred
16. Have or be willing to obtain favorable child abuse, criminal background, and FBI clearances.
17. Completion of Child Protection Training developed by the PA Department of Human Services.