

Saint Stephen Evangelical Lutheran Church
30 West Main Street – Box 266
New Kingstown, PA 17072

Youth and Family Ministry Director

I. Summary of Responsibilities:

The Youth and Family Ministry Director (YFMD) will help plan and will implement the Youth and Family Ministry of St. Stephen Lutheran Church and will coordinate these programs with other ministries of the congregation. The YFMD will be responsible to the Congregational Council and will work under the direct supervision of the Pastor. This is a salaried part-time position.

II. Qualifications for Position:

A. Personal Characteristics:

1. Demonstrates a faith in Jesus Christ and a basic understanding and agreement with Lutheran theology.
2. Energetic and enthusiastic in the approach to one's work and with the people who share in the ministries.
3. Views youth ministry as a personal calling that is integral to developing lifelong church membership, participation, and witness.
4. Values intergenerational programs and events as an essential aspect of ministry with youth.
5. Has experiences and interests and a willingness to support activities in areas including, but not limited to service projects, music, dramatics, sports/athletics, crafts, and artistic activities; and see the opportunities for ministry in such programs.
6. Demonstrates the critical traits of self-motivation, creativity, and organization.

B. Credentials:

1. A minimum of a high school diploma is required and an undergraduate degree from an accredited institution of higher education is desired but not required.
2. A working knowledge of modern computerized office equipment and programs.
3. Demonstrates proficient written and oral communication skills.
4. The satisfactory completion of a St. Stephen initiated national background and references check will be required in compliance of the Child Protection Policy.
5. Will complete United Lutheran Seminary's Youth Ministry training or comparable program approved by church personnel, if not already done so, within two years of hire.

III. Responsibilities:

1. Work with the Youth and Family Ministry Committee on establishing goals and review these goals annually with the pastor and the Congregational Council.
2. Develop and implement effective Youth and Family Ministry programs, including the selection of appropriate resource/curricular materials.

3. Recruit adult leaders for the various Youth and Family Ministry programs and groups and secure volunteers and chaperones for activities and events and to ensure that the Child Protection Policy is upheld.
4. Build and maintain personal acquaintances with the youth of the congregation and community; be accessible for conversation and discussions with individual youth or groups of youth.
5. Equip and empower youth to do ministry within and beyond the congregation.
6. Be present for at least three Sunday worship and Sunday Church School gatherings per month.
7. Help equip the congregation to do ministry with the youth.
8. Organize and promote special Youth and Family Ministry events, such as retreats, weekend trips, work camps, summer camps, and so on.
9. Organize and promote regular intergenerational fellowship and social activities for the youth and families of the congregation and community.
10. Be an integral part of a team ministry with the professional staff (i.e., pastor, music director/organist, office manager).
11. Maintain active communication with youth, parents, volunteers and staff through phone calls, emails and social media as needed.
12. Prepare and provide detailed information for weekly bulletins, monthly infograms, quarterly newsletter, and annual report.
13. Foster relationships with other ecumenical partners.
14. Encourage youth participation in synod and ELCA sponsored youth events.
15. Create a yearly budget for Youth and Family Ministries.
16. Accept other duties and responsibilities as assigned

IV. Compensation/Benefits

Commensurate with experience.

Part time position of 15 hours per week available

2 weeks paid vacation

Tuition for trainings and/or continuing education negotiable