



## **JOB DESCRIPTION FOR Director of Youth and Family Ministry**

Approved by Council June 12, 2018

**PURPOSE:** To support the ministry of St. Matthews Lutheran Church by providing leadership in the area of Youth and Family ministry, events, outreach and mission, and leadership in the area of intergenerational Christian education. She or he will assist the Pastor in supporting the holistic mission of the congregation. The goal of this ministry is to guide our youth and families and members as they grow in their Christian identity; they develop the ability and desire to connect their faith with everyday life; they begin to discern a sense of calling; and they are equipped to live out their Baptismal promises.

**RESPONSIBLE TO:** Council

**REPORTS TO:** Pastor and Education/Youth & Family Committee

### **QUALIFICATIONS:**

- Relates well with youth and adults.
- A Lutheran Christian background or from a denomination in ELCA fellowship (Evangelical Lutheran Church in America).
- Planning and organizational skills.
- Sound moral character, dependable and responsible.
- Ability to work independently.
- Be a “self-starter” who can also work collaboratively with groups and committees.
- Proficient in technology and social media applications.
- An Associates or Bachelor’s Degree is preferred but not required.
- Education or experience in the area of youth ministry or theology not required but beneficial.
- Agree to a background check with a positive report.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Build strong relationships with youth to encourage and grow participation in overall youth programs, which include relevant social and service opportunities.
- Serve as a mentor and role model for the youth, including those who are differently abled.
- Work to involve current members in Youth and Family events while establishing an environment of evangelism and outreach to others in the larger community.
- Ensure effective communication occurs with youth, parents, council and the congregation. This includes providing articles for the newsletter, annual reports, photos and updates for the church’s social media sites, and reporting to council (directly or through a committee member.)
- Attend and/or participate in community events, school events, and community projects/organizations as appropriate.
- Encourage people to consider vocations and full-time ministry opportunities within the church.
- Regular worship attendance is a priority, but occasional pre-arranged Sunday’s off are encouraged.
- Work in conjunction with the Fellowship Committee.
- Collaborate with other ministries of St. Matthews to promote intergenerational events and missions opportunities.
- Collaborate with other congregations for events when they also align with ministries at St. Matthews.
- Organize fund raising for events and mission trips, and work with treasurer who manages the funds.
- Attend continuing education in the area of youth ministry or theology from a Christian/Lutheran perspective which should have prior endorsement by the Pastor. This should include attending periodic “boundaries workshops” like are offered by our Northern Illinois Synod.
- Maintain proper and safe boundaries with youth in travel, social interaction, phone calls, texting and social media.
- Participate in the Education and Youth/Family Committee as noted in next paragraph.

### **EDUCATION AND YOUTH/FAMILY COMMITTEE** (From our Constitution)

This committee shall oversee all ages which may include Sunday School the Christian education of, Confirmation, Vacation Bible School, and life-long learning opportunities for high school youth, young adult, and adults of all ages. This committee, with guidance of the pastor, shall oversee the selection of curriculum and educational resources. This committee shall oversee programs and events for youth and families in areas of worship, fellowship, and service. This committee shall encourage people to consider vocations and full-time ministry opportunities within the church. This committee should work in conjunction with the Fellowship Committee.