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| **Part-Time Youth Minister** |

**OVERALL FUNCTIONS**

The Youth Minister serves in a part-time (20 hours a week) capacity to handle the week-to-week operation of the youth ministry (6th – 12th grades). This position is half in-person ministry work and half administrative tasks dealing with the behind-the-scenes tasks that support the youth ministry. The Youth Minister works to involve youth in all aspects of congregational life and help them develop a personal life-long relationship with Jesus and His church.

**NATURE AND SCOPE OF JOB**

**Status: Part Time Exempt**

**Reports to:** **Michaela Eskew, Minister of Faith Formation**

**Evaluates: -**

### Paid Time Off: 14 Days, plus the weeks of Thanksgiving and Christmas

**Hours: 20 per week. (25% in office advertised to fellow staff)**

**Salary: $20,000 – 22,000 depending on work experience and education**

**Position Updated: 3/4/2023**

**PRINCIPAL DUTIES AND FUNCTIONS**

1. **Special Events**
   1. Present and active during Vacation Bible School (VBS)
   2. Prepare and Attend the High School Summer Trip
   3. Make appearances at Confirmation Camp and Rainbow Trail Summer Camps
2. **Middle and High School Youth Program**
   1. Knows at least 75% of students and parents on the rolls of the church.
   2. Leads a youth ministry team of volunteers to personally contact each active youth at least quarterly.
   3. Keeps open and inviting dialogue between youth and families. When informed of any special victories, concerns, challenges, or hospitalizations being faced by the youth and his or her family, as often as reasonable, passes that information on to the Minister of Faith Formation and volunteers for personal follow-up.
   4. Recruits and trains volunteers alongside the Minister of Faith Formation each March for the following school year. These include various adult positions, KICK team volunteers (grades 6 – 12) and C.R.E.W. members (grades 11-12).
   5. Attends worship every Sunday.
   6. Ensures the logistical details of bi-weekly Youth Group and Youth Sunday School are in place each week. These details include:
      1. Attendance tracking
      2. Teachers and volunteers
      3. Curriculum and supplies
   7. Creates and implements, along with the Minister of Faith Formation, an engaging, creative, and formative bi-weekly Youth Group and Sunday School program for 6th-12th graders.
3. **Administrative Duties**
   1. All major events are well publicized and organized. Their execution has left parents confident that their youth have been faithfully and creatively nurtured.
   2. The “in-between-the-cracks” needs of the youth ministry are handled in a professional and timely manner (or delegated to other staff or volunteers). These needs include at minimum:
      1. Media graphics requests, photography, attendance tracking in Elexio database
      2. Weekly e-newsletters, bulletin and Ekklesia announcements
      3. Forms and registrations
      4. Database and website
   3. Attend and participate at regular meets such as bi-weekly staff meetings, and bi-monthly supervisory meetings with the Minister of Faith Formation.
   4. Submit quarterly spending reports to supervisor so as to adhere to the yearly budget.

**Core Competencies:**

* + - 1. **Spiritual Maturity:** A Christian committed to faith in Jesus and accepting the faith as described by the Apostle’s Creed. Models and develops humility, teachability, accountability and servant leadership in youth and volunteer relationships. As an ELCA Lutheran congregation, we are also looking for someone comfortable teaching the Lutheran understanding of the Christian Faith.
      2. **Biblical Knowledge:** Able to discuss and interpret scripture and apply it to life situations. Guides youth in the exploration and discovery of biblical truth. Encourages youth to engage in lifelong study of the scriptures.
      3. **Interpersonal Skills:** Can lead a youth group and a group of volunteers. Demonstrates the skills of active listening. Can openly accept criticism as well as resolve interpersonal conflict that they witness. Welcoming and can also hold others accountable in a spirit of love.
      4. **Self-Differentiation**: Demonstrates strong and appropriate personal boundaries with the youth they are serving. Emotionally mature and can maintain a non-anxious presence during turmoil. Have a healthy appreciation of self, without being egotistical, and works to build a strong personal support system.
      5. **Management Skills**: Understands their own leadership style and temperament type and adapts leadership behaviors to meet the needs of the situation. Adaptable to a changing church and culture, willing to try new things to accomplish the vision as culture changes. Delegates, empowers, and holds leaders accountable. Able to think and lead programmatically, working through others to accomplish the vision.
      6. **Time Management:** Is able and willing to focus time on tasks that contribute to the church’s strategic and vision goals. Use time effectively and efficiently, respecting the time of others. Balance priorities and effectively meets deadlines.

**PHYSICAL DEMANDS**

1. While performing the duties of this job the employee is required to use hands to finger, handle or feel objects and to keyboard. The employee is required to sit, talk, write, hear and read. The employee may be required to stand, walk, stoop, kneel, and reach with hands and arms.
2. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

**WORK ENVIRONMENT**

1. While performing the duties of this job the employee constantly works around others, works with the public and works inside.

2. The noise level in the work environment is usually moderate, but can be high on Wednesdays.

**MENTAL/MOTOR DEMANDS**

1. While performing the duties of this job, the employee performs routine work. The employee frequently exercises flexibility (ability to shift from one task to another). Guidance and reinforcement are frequently available. While performing routine work the employee occasionally has to maintain attentiveness duration. The employee frequently works within time constraints and maintains attentiveness intensity. The employee is frequently involved in social interactions which require oral communication and written communication.
2. Memory, reasoning and exercising judgment are constantly used/required on the job. Mathematics, estimating and problem solving are frequently used/required on the job.

**The physical demands, work environment characteristics and mental/motor demands described within this Position** **Description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

\* NOTE: ***Only minimum duties are listed. Other responsibilities may be required as requested by Management****.*

POSITION DESCRIPTION APPROVED BY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_

**I HAVE READ AND UNDERSTAND THESE RESPONSIBILITIES**

EMPLOYEE SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_