

Youth Director Position Description

Prince of Peace Lutheran Church

2561 Victoria Street North, Roseville, MN 55113

Position Title: Youth Director

Offered To:

Direct Supervisor: Pastor of Faith Formation

General Supervisor: Lead Pastor and Church Personnel Committee

Dates of Employment:

Compensation: The position will be paid hourly, with the number of hours varying depending on if there are additional events held during a particular pay period. A typical week will be 10/hours. Hours during the summer may change significantly and will be coordinated with the Pastor of Faith Formation. Starting wage is \$20/hour.

Position Purpose: To direct and lead youth programming for middle school and high school-aged youth. The youth director shall seek to foster Christian community through building relationships with young people that strengthen their commitment to the church and grow in faith in Jesus. To support Prince of Peace's mission of as people who are *"claimed, gathered, and sent by God to build the church and love the world."*

Responsibilities:

1. Provide leadership for and function as the primary staff person for middle school and high school youth ministry. Currently, this is Wednesday night PoP Rocks (9th – 12th grade) and Sunday morning Foundations (7th – 12th grade).
2. Oversee the recruitment and training of adult volunteers to work with middle school and high school groups (e.g., soup supper helpers, service projects, fundraisers, retreats).
3. Plan and implement age-appropriate activities for 7th – 12th grade youth that promotes community through fellowship, fun, and faith development. Such activities might include youth leading worship, small group Bible study, retreats, and service projects.

4. Provide regular communication with the Pastor of Faith Formation, parents, and volunteers about upcoming events and/or topics of interest. Determine and utilize effective communication tools for communication with youth and parents.
5. Be in contact with church staff and provide a timely and accurate schedule of youth activities. Keep the congregation informed of youth events by coordinating the publicity for youth activities through the appropriate communication channels provided by the church (e.g., website, newsletter, posters, bulletin announcements, Facebook, texting, etc.)
6. Manage the disbursement of budgeted funds/designated funds for the youth within the guidelines of the approved budget. Fundraising efforts should be planned in coordination with the Office Administrator and Pastor of Faith Formation.
7. Work with pastors and volunteers on Confirmation ministry, including participation in Confirmation retreats. Currently, Confirmation is late afternoon on Sundays one to two times a month with one or two overnight retreats per year.
8. Encourage youth to participate in worship and be creative in working with the pastors to have the youth lead parts of worship.
9. Participate in collaborative leadership for intergenerational events that may include Sunday mornings, service projects, fall retreats, summer opportunities, and other events as planned.
10. Lead and/or participate in summer ministry opportunities like trips, service projects, and Vacation Bible School. Compensation for these intensive experiences to be determined with the Pastor of Faith Formation.
11. Attend weekly staff meetings as schedule allows.
12. Represent Prince of Peace in Synodical and Ecumenical relationships and programming with other area youth ministry professionals. Attend occasional gatherings and educational opportunities. Seek out creative collaborative programming opportunities.

Work Expectations

The position of Youth Director will be expected to be present and available for middle school and high school youth on Wednesday evenings (or other day/time agreed for HS youth group)

and Sunday mornings with some preparation time before each session and other times as scheduled. Regular worship attendance is expected and modeling for youth participation in the broader expressions and activities of the Prince of Peace community.

We expect our youth director (like all other youth leaders in the church) is required to complete and have on record a Volunteer Informed Consent Form, Bureau of Criminal Apprehension Form, and Drivers Qualification Form and have completed the Safeguarding God's Children Training.

- Is ultimately responsible for the youth and their welfare.
- Is aware that being responsible may mean being "on duty" all day and well into the night.
- Is a participating member of the group, as well as a spiritual director.
- Is an informed, active learner, whose role includes helping youth understand the culture into which the group is venturing.
- Pitches in and works alongside the youth on the physical tasks of the project at hand.
- Is not a flawless human being and is not expected to have all the answers. He or she will model listening with respect to other's opinions, beliefs, or thoughts.
- Facilitates the youth in processing the day's experiences, while also sharing his or her own impressions.
- Demonstrates good judgment in decision making, is trustworthy and responsible both in leadership roles as well as in everyday life.

Each event, activity, or trip will have a primary leader designated from among the adult leaders – a "lead adult" to bear the ultimate responsibility in decision-making situations.

I have read and accept this position description.

Signature

Date

To apply please send letter and resume to Pastor Betsy, betsy@poproseville.org by May 21, 2021.