

## POSITION DESCRIPTION

### **Youth and Family Ministry Director**

Zion Lutheran  
Garretson, South  
Dakota

The Youth Director is a lay professional staff person primarily responsible for youth activity leadership at Zion Lutheran Church. Priorities will be determined based on needs, timing, and discussions with the Pastor and Council Vice President.

#### RESPONSIBILITIES:

1. The Youth and Family Ministry Director is a member of the ministry team.
  - a. As such the youth and family director is expected to be publicly supportive of the ministry efforts of co-workers.
  - b. The director can expect the support of his/her co-workers.
  - c. Together, the ministry team will create a warm, friendly, professional and business- like atmosphere for all who worship and participate in the ministry Zion.
2. Maintains the strict confidentiality of all youth and family interactions and records.
3. Coordinate Confirmation Ministry, assisting the pastor and volunteers in the Confirmation Ministry. Take leadership in the Mentoring program and coordinate service opportunities. Keep records and correspond regularly with confirmands/parents on sermon notes, mission credits and other requirements of Zion's confirmation program.
4. Initiate, develop, and maintain a personal relationship with the youth and their families through a variety of activities.
5. Meet with the Learning Board and provide support by reviewing materials and programming approaches available for all levels of Christian Education in the congregation. Assist in providing pertinent education information to be included in The Christian Connection and/or Zion Youth News.
6. Work with the Youth Board, youth leaders and volunteers to maintain a vital ministry with youth of all ages. This would include, but not be limited to: Sunday School aged programs, Jr. League (7-8), and Sr. League (9-12).
7. Give leadership to on-site events of the youth and help organize and run retreats and trips which might be part of the total youth ministry at Zion.
8. Regularly participate in weekly worship and fellowship at Zion Lutheran and encourage youth and families to do the same.
9. Promote summer Day Camp (on-site), Vacation Bible School, Bible Camp and Mission/Servant trip attendance by our youth through providing brochures and information to youth and their parents about opportunities for Bible Camping in our area. Coordinate and accompany youth from Zion on off-site opportunities when possible.
10. Plan and carry out community and ecumenical events for Zion youth and the youth of our community when possible.

11. Submit weekly and monthly updates for the congregational newsletters, digital communications, and council meetings.
12. Assume a leadership role in the planning and implementing of projects being organized by Zion's youth and family ministry team, The Dream Team. Work to provide opportunities to increase the faith life of the families of Zion and the celebration of milestones in the lives of our congregation members.
13. Provide resource, leadership and encourage such boards and/or committees as assigned by the Council.
14. Attend weekly staff meetings and monthly church council meetings.
15. Assume other duties as assigned by the Pastor and/or Council Vice President.

**ACCOUNTABILITY:**

The Youth Director is accountable to the Pastor and the Council Vice President, but works cooperatively with all staff, boards and members of Zion. Pastor serves as immediate Supervisor.

**TERMS OF EMPLOYMENT:**

This position is either part-time or full-time (depending on the right candidate) salaried exempt position.

**QUALIFICATIONS OF EMPLOYMENT:**

1. A combination of education, training and experience that demonstrates capability to perform the responsibilities and duties of the position.
2. A committed Christian who is deepening his/her personal relationship with Jesus Christ and modeling this to others.
3. Willingness to work cooperatively with the Pastor, Council Vice President and congregation.
4. Effective interpersonal communication skills.
5. Good organizational skills.
6. Positive attitude.
7. Willingness to be a member of the Zion Lutheran church family and to act as a Spiritual Leader for our youth.

**PHYSICAL REQUIREMENTS:**

1. Ability to move freely about offices and church.
2. Ability to speak and be clearly understood in private conversations, by phone, and in group situations.

**Supervisory Review:**

Pastor: \_\_\_\_\_ Date: \_\_\_\_\_

Council Vice President: \_\_\_\_\_ Date: \_\_\_\_\_

**Employee Review:**

I have read the above and understand that it is intended to describe the general content of and requirements for performing this job. It is not an exhaustive statement of duties, responsibilities, or requirements. I understand that this description does not preclude my supervisor's authority to add or change duties or responsibilities and understand that the performance of other duties will be required from time to time in order to meet the Zion Lutheran Church's needs. I have been given a copy of this description.

Incumbent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_