

Director of Youth Ministry Position Description

Reports to: Director of Christian Education
Status: Half-time
FLSA: Exempt

Job Summary

The Director of Youth Ministry will provide dynamic leadership and oversight to the youth ministry (grades 7-12) at Lewinsville Presbyterian Church; ensuring the ministry is in keeping with the church's mission statement and the Youth Ministry mission statement and that the programs move toward the church's vision statement and the Youth Ministry vision statement.

Essential Functions

1. With the Youth Council, plans, organizes and executes youth activities and classes:
 - a. Youth Fellowship
 - b. Youth Mission projects and trips
2. With the Director of Christian Education, coordinates aspects of the Sunday School and Confirmation program.
3. Recruits, equips, supports and directs volunteers in aspects of the youth ministry program
 - a. Youth Fellowship
 - b. Youth Mission projects and trips
4. With the Director of Music Ministries, coordinates aspects of the youth ministry program that intersect with the music program.
5. Communicates information about youth activities to potential participants, staff, volunteer leadership, and the congregation.
6. Nurtures relationships with youth and their families.
7. Maintains up-to-date information and records related to youth.
8. Maintains regular communication with young adults of the congregation who are away at college.
9. Supports youth in activities in which they participate outside the life of the congregation (sports, theater, etc.)
10. Innovates ways the youth can be fully integrated in the life of the congregation.

Other Responsibilities

1. Participates in all All-Staff meetings.
2. Networks in the community, especially in activities related to youth and young adults.
3. Completes other duties as assigned by the Director of Christian Education or the Pastor.

Core Competencies

- Spiritual maturity: Practices a dynamic life of Christian faith; lives in joy, models humility, accountability, and openness to the movement of God's Spirit.
- Interpersonal skills: Demonstrates the ability to lead others. Listens actively and warmly. Demonstrates care. Engages people positively, especially young people, with a demeanor of optimism and abundance. Maintains relationships in the presence of conflict.

- Management skills: Demonstrates good organization. Demonstrates commitment and flexibility in scheduling and programming. Marshals resources (people, funding, materials, support) to ensure programs run effectively and efficiently. Completes tasks and responsibilities in a timely manner.
- Team Building skills: Demonstrates the ability to articulate the vision of youth and young adult ministry, especially as it relates to the larger vision of Lewinsville Presbyterian Church. Engages staff and volunteers around that vision. Works with volunteer leadership to assess the faithfulness and health of the youth ministry. Deals with conflict in a constructive manner. Ensures good communication among team members.
- Communication skills: Demonstrates ability to be clear when communicating. Demonstrates sensitivity in all communication. Communicates information related to planning, programs and schedules in a timely and thorough manner.
- Team Player: Demonstrates ability to see youth and young adult ministry within the broader ministry of Lewinsville Church. Values other ministries of the congregation. Demonstrates the ability to work collegially in all aspects of ministry, especially when different ministries intersect. Demonstrates willingness to step outside the bounds of this position description, when called up by the Director of Christian Education, in order to support and enhance the full ministry of the church.
- Confidentiality: Demonstrates the ability to discern when information is confidential. Demonstrates the ability to keep that information confidential.
- Mission Ownership: Demonstrates an understanding of and full support of the mission and vision of Lewinsville Presbyterian Church. Leads his/her volunteer team to identify the contribution the youth and young adult ministry makes to the larger mission and vision of the congregation.

Minimum Qualifications

- Demonstrated leadership capacity, especially with youth
- Bachelor's Degree from an accredited college or university
(or working toward such a degree)

Physical Requirements

- Able to move freely in a variety of settings (church building, private homes, public places)
- Able to speak publicly

Approved by Session: 1/12/10