

Youth Director Position Description
Prince of Peace Lutheran Church, 2561 Victoria St N., Roseville, MN 55113

Position Title: Youth Director

Offered To:

Direct Supervisors: Associate Pastor for Faith Formation and Youth Committee Chair

General Supervisor: Lead Pastor and Church Personnel Committee

Dates of employment: beginning August 1, 2018

Compensation: The position will be paid hourly, with the amount of hours varying depending on if there are additional events held that week. A typical week will be 10 hrs/week. Hours during the summer time may decrease significantly or be coordinated with the Youth Committee Chair. Beginning wage is \$20/hr.

Position Purpose: To direct and lead youth programming for 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 growth in faith in Jesus.

Responsibilities:

1. Provide leadership for and function as the primary staff person for the high school Youth Group, and at times, for the middle-school group during joint activities.
2. Oversee the recruitment and training of adult volunteers to work with the high-school age groups (e.g., soup supper helpers, food packing events, lock-in events).
3. Plan and implement age-appropriate activities for high school age youth that promote community through fellowship, fun and faith development. Such activities might include musicals and dramatic presentations, small group Bible study, retreats and service projects.
4. Provide regular communication with the Youth Committee Chair and parents of the youth group that provides information on upcoming events and/or topics of interest.
5. Be in contact with church office staff and provide a timely and accurate schedule of Youth Group activities. Keep the congregation informed of youth events by coordinating the publicity for youth activities through the appropriate communication vehicles provided by the church. (e.g. newsletter, posters, bulletin announcements, Facebook, etc.) Provide a summary report in December/January to be included in the congregation annual report.
6. Manage the disbursement of budgeted funds/designated funds for the Youth Group within the guidelines of the approved budget or fundraising efforts in coordination with the church office manager and Youth Committee Chair.
7. Assist pastors and confirmation leaders as necessary. Encourage Youth Group to provide

service in worship (coordinate with Youth Committee Chair and Service in Worship leader) and be creative in working with the pastors to have the youth lead skits for announcements, during scripture readings, or through other ideas to promote leadership with the youth.

8. 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 the youth on Wednesday evenings and Sunday mornings with some preparation time before each session. 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

s 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 others' 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