

Job Title: Director of Youth & Young Adult Ministries
Position Type: Full-time Salaried (with benefits)
Last Updated: June 2023

General Description of the Position

1. The Director of Youth and Young Adult Ministries is the primary leader for the youth, families and young adults of SPLC. The director serves alongside and ministers to our youth of all ages, including Club 345 students (grades 3-5), Junior Youth (grades 6-8), and Senior Youth (grades 9-12). An intentional area of ministry is to relate to our young adults aged 18-30.
2. This position shall report directly to the Pastors.
3. This position requires coordination with the staff.
4. The director will be supported by the staff at SPLC and by the Staff Support Committee.
5. The director will be a member of the Youth Ministry Committee and may also work with other committees of the congregation as needed.

Qualifications

1. Provide visionary leadership, possess organizational skills, and time management skills.
2. Be knowledgeable about the Lutheran tradition of the Christian faith. Knowledge of the North American Lutheran Church, of which SPLC is a member, is preferable.
3. Demonstrate exemplary Christian character and spiritual commitment. Must have a working knowledge of the Bible.
4. Participate in continuing education opportunities (i.e. relevant classes, workshops, or conferences).
5. Must work well with others to foster a team ministry atmosphere.
6. Possess a bachelor's degree from a four-year college. A degree in faith-based studies is preferred. Our ideal candidate may also have further seminary education.
7. Effectively communicate with people of all ages (youth, young adults, and parents). Strong interpersonal skills are required. An understanding of family dynamics is preferred.
8. Possess the ability to relate to kids, youth, and adults all the while maintaining positive energy.
9. Have skills and knowledge related to social media applications, specifically Instagram.
10. Must pass a background check and provide references.
11. Must have and maintain an Adult, Child and Baby First Aid/CPR/AED Certification. Costs of the classes and renewals will be paid by St. Peter's Lutheran Church.

Work Schedule

1. This is a full-time position. Certain events, throughout the year may require additional hours in a single week (such as Vacation Bible School or a youth mission trip). This includes being present throughout the Sunday morning experience of worship and Sunday school.
2. An office space will be provided, and sufficient office hours are to be kept in order to provide regular communication and availability to the Church Office and Congregation. Office hours are to be arranged in consultation with the Pastors.
3. Flexibility will be allowed as affected by evening and weekend church commitments.

Job Responsibilities

1. Work closely with the Pastors and Youth Ministry Committee to ensure a coordinated effort in planning gatherings and ministry events for youth of all ages.

2. Provide vision, general oversight, and coordination for the Church's Youth and Young Adult Ministries. This includes Junior and Senior Youth gatherings, Club 345 gatherings, and other congregation-wide ministry events in which our youth participate (such as Vacation Bible School and Music Camp).
3. Work with Pastors and congregation members in establishing connecting ministries for Young Adult Ministries, such as small groups, adopt a college student, etc.
4. Administer the St. Peter's youth social media accounts by regularly publishing content, moderating and responding to comments and messages. Implement a social media strategy to engage our youth and young adults. Provide content for the St. Peter's church social media accounts as needed.
5. In consultation with the Pastors, evaluate, design, recommend curriculum and obtain materials.
6. SPLC communicates with the congregation by utilizing e-mail, seasonal mailings, phone calls, text messages, and social media, etc. These tools will be available and should be used by the director. Communications should include information and invitations for gatherings and events, soliciting volunteers and tracking event attendance for both planning and record-keeping purposes. Send all pertinent youth and young adult ministry information and invitations to the Administrative Coordinator to be published to the church website, weekly E-Blasts, worship bulletins, and monthly newsletters.
7. Plan, coordinate, and attend regional and national NALC youth gatherings.
8. Recruit and train volunteers for Club 345, youth, and young adult ministries.
9. Build relationships with members of St. Peter's Lutheran Church and the surrounding community, particularly individuals through age 30.
10. Work with the staff to prepare a spending plan to present to the appropriate committees.
11. Work with the Pastors and other committees as appropriate to fulfill the overall vision of St. Peter's Lutheran Church.

EMPLOYEE STATEMENT

I have read this job description and understand the functions of the position.

Employee Signature

Date

CONFIDENTIALITY STATEMENT

I, _____, acknowledge that as a result of my association at St. Peter's Lutheran Church, will have access to confidential information of its' church members and staff. I will hold confidential all members and staff information obtained and will not disclose any personal or other related information to third parties, family members or volunteers except as permitted and/or as required by law. I am committed to protecting and safeguarding from any oral and written disclosure all confidential information that I become aware. Except as permitted and/or required by law, I will not use or disclose information in a manner that would violate the laws of the State of South Carolina or the requirements of any federal law. I acknowledge that any breach of confidentiality or misuse of information may result in termination of my privileges at St. Peter's.

Employee Signature

Date