

**Holy Trinity Lutheran Church
Hickory, North Carolina**

Director of Youth and Young Adult Ministry

Exempt; 40 hours/week

(Sunday, weekdays, occasional Saturdays, flexible)

Description

The Director of Youth and Young Adult Ministry (DY YA) will develop and nurture vibrant faith among children, youth, young adults, and families at Holy Trinity through ministry programs that promote a Christian life of discipleship via active participation in worship, faith formation, service, and fellowship.

Supervision Received and Exercised

- The Associate Pastor shall serve as the day-to-day supervisor for this position
- An annual evaluation will be provided for feedback and goal setting
- A mid-year meeting may be conducted, with additional meetings as needed, for feedback, evaluation and goal review, at the request of the employee or supervisor
- The Senior Pastor may make compensation recommendations to the Finance team, based on the review process with input from the Associate Pastor
- Employment authority rests with the Congregation Council as representatives of the congregation with input from the Senior Pastor and/or Personnel Committee
- Exercises supervision of all youth leaders/chaperones (both paid and volunteers)
- Exercises supervision of Children's Church leaders and Fellowship and Play staff (college students)

Primary Duties

- Develop and lead programs that engage and teach youth to grow in faith, practice a life of discipleship, serve others, and share fellowship with other youth
- Provide leadership for High School Faith Formation
- Organize and lead youth/young adult programs (weekly/monthly/quarterly) that nurture and sustain faith, such as small group activities, faith retreats, service projects, summer camp programs, and mission trips for:
 - Rainbow Kids (3rd – 5th grade)
 - Middle School Youth (6th – 8th grade)
 - Senior High Youth (9th – 12th grade)
 - Young Adults, including College Ministry (ages 18-30 something)
- Organize and lead Family Ministry events (3-4 times a year)
- Train, schedule, and coordinate acolytes and crucifers (in partnership with the Ministry Coordinator and parent volunteers)
- Participate as an active member of the Youth Ministry Team to coordinate faith retreats, mission trips, and ministry programs, and to recruit youth mentors/chaperones
- Assist and support the Associate Pastor with Confirmation Ministry
- Assist and support the Associate Pastor and Faith Formation Ministry team with Vacation Bible Camp (VBC)
- Partner with the Service and Outreach Ministry Team to provide leadership and support for Summer Day Camp with Centro Latino

- Partner with the Evangelism Ministry Team to provide leadership and support for the Harvest Welcome Center (Halloween at HTLC)
- Manage the HTLC Children and Youth Protection Program
 - Track background checks and training of adults working with youth and youth leaders (helping w/ VBC, Nursery, etc.)
- Develop and maintain program budgets for Youth Ministry and Young Adult Ministry

Additional Leadership Responsibilities

- Participate as an active member of the Faith Formation Ministry Team
- Schedule and conduct events, reserving equipment, tracking registrations and payments in cooperation with parents and staff
- Communicate effectively with youth, parents, program staff, ministry partners, youth leaders, and other participants
- Organize, communicate and maintain an accurate calendar of youth and family ministry activities
- Coordinate special ministry programs and events such as:
 - Confirmation Retreats, ELCA National Youth Gathering – organizing, recruiting, registering, fundraising, and leading/chaperoning
 - Mission trips and philanthropic service projects/trips - recruiting, fundraising, and leading/chaperoning students
- Serve as the primary leader of the Word for Children in Sunday worship and manage the schedule in coordination with the pastors
- Plan and oversee Wednesday Night Youth and Family programming in partnership with the Associate Pastor, Parish Life Ministry Team, and volunteers
- Serve as the primary leader for Pre-School Chapel and manage the schedule in coordination with the pastors
- Manage and approve the purchase of supplies needed to maintain a vibrant, year-round, Youth and Family ministry program
- Participate in Stewardship ministry to promote generous giving in the congregation.
- Plan and lead specific youth programs in support of God’s ministry at HTLC and in service to our community, synod, and the world
- Attend Synod and ELCA events related to youth and family ministry
- Participate in other continuing education opportunities with support from the Associate Pastor and the Youth Ministry Team chair

Administration and Teamwork

- Adhere to the standards of conduct outlined in the HTLC Personnel Handbook.
- Adhere to the standards of conduct as outlined in HTLC Child and Youth Protection Program
- Actively contribute to a staff team that promotes mutual respect and cooperation.
- Ensure confidentiality in all interactions and communications.
- Demonstrate effective collaboration and interpersonal skills.
- Perform additional duties as assigned, within your qualifications and available time

Education and Experience

- Associate degree required; Bachelor's degree preferred. Master's degree highly favored
- Youth ministry experience preferred

Knowledge of

- Children and/or youth faith development
- Lutheran theology
- Relationship and team building activities
- Developmentally appropriate lessons and activities for different age groups
- Retreat planning, organization, and leadership
- Basic budgeting and accounting

Ability to

- Effectively use a computer, email, and office equipment
- Remain self-directed, accept delegated responsibilities, and follow through until tasks are complete
- Provide care, safety, supervision, and play activities for children & youth
- Communicate effectively in both written and verbal forms
- Work cooperatively with the Pastors, Director of Staff, Director of Worship and Music, Communication and Content Coordinator, Financial Administrator, Pre-School Director(s), other staff members, Congregation Council, congregation, ministry teams, and volunteers
- Recruit, organize, and training and support to volunteers
- Effectively problem solve and communicate with team members
- Demonstrate loyalty to the congregation's mission
- Follow basic safety procedures and precautions

Environmental and Physical Conditions

- **Physical Demands:** Engage in moderate to heavy physical work, including lifting, carrying, pushing, or pulling up to 20 lbs. frequently, up to 30 lbs. occasionally, and up to 50 lbs. rarely.
- **Activity Level:** Frequent walking, standing, and sitting for extended periods.
- **Communication:** Regular verbal communication is required.
- **Movement:** Frequent reaching, bending, and stooping.
- **Noise Exposure:** Exposure to moderate to loud noise levels.
- **Schedule:** Flexible schedule coordinated with the Senior Pastor, including evenings and weekends.

Please acknowledge receipt of this position description with your signature and date. Thank you.

Director of Youth and Young Adult Ministry

Date: _____

The Reverend Christopher D. Webb, Senior Pastor

Date: _____