

**Job Description**  
**Youth and Family leader**  
**St David Lutheran Church**  
**West Columbia, South Carolina**

The Youth and Family leader at St David shall model for the Congregation what it means to live as a follower of Christ.

Areas of responsibility include but are not limited to teaching, counseling, planning, overseeing specific ministries such as Children, Youth and Family programs, and actively participating in congregational outreach and discipleship.

**The Youth and Family leader shall have the following areas of special focus:**

- Ministries for Children, Youth, and Families
- Develop opportunities for families within the congregation to enrich and grow their faith in Christ as well as grow closer to one another.
- Plan, organize and lead regularly scheduled meetings, service projects, special gatherings, activities, and trips for the Youth in Elementary, Middle and High school as designated by the youth ministry team.
- Tend to any administrative duties such as registrations, parental permissions, fundraising, arrangements for travel for any trips away from the St David campus.
- Seek regular input and hands-on assistance from the Youth Ministry Team.
- Encourage Youth involvement in worship leadership to include acolyting, reading the lessons, assisting with Holy Communion, ushering, and singing in the choir.
- Pursue relationships and faith formation opportunities with Youth outside of organized programming.
- Participate in SC Youth and National Synod Youth Conventions.
- Plan intergenerational activities between the Youth and Young at Heart groups.
- In cooperation with the Learning Committee, provide a variety of Faith Formation opportunities for Children, Youth, and Families
- Assist the Learning Committee with all activities under their jurisdiction and with setting dates, selecting curriculum, acting as the Director for VBS, and securing teachers for Sunday School and Vacation Bible School.
- Teach 6<sup>th</sup> – 8<sup>th</sup> grade Confirmation and maintain open communication with confirmation parents.
- Help with planning for the elementary youth, children's church, putting together a curriculum or plan for this time, and leading the children's sermon monthly?
- Assist in technology aspect of church, using whatever programs/technology we have in place currently and could potentially add, keeping it up to date.

### **Safe Haven Policy**

The CYFM shall be trained in and adhere to the protocols of the St David Safe Haven policy. They will be responsible for setting the standard for compliance and for maintaining records of those who have successfully completed the training and have had the required background checks. ( *No one* will be allowed to work with Children or Youth without Safe Haven training.)

### **Administration**

- Documentation for all youth events such as minutes, memos or calendars shall be maintained.
- They will frequently communicate with the Youth and their parents through various means i.e., social media, weekly bulletins, E-News, Calling, email, Facebook, texts, etc.
- A current online calendar of scheduled Youth events will be published and a copy provided to the Church Office.
- The Youth Leader is supervised by the Senior Pastor but is accountable to the Church Council and the Congregation.
- There will be a Youth Ministry Team made up of parents who give input and hands on help as needed.
- A monthly report of activities, visits, educational opportunities and vacation will be submitted to the Church Council in writing.
- Attending weekly staff meetings, keeping regular office hours, attending Congregation Council meetings is expected.
- The Youth budget and expenses are to be maintained and are subject to at least an annual review/audit.
- The Youth Leader will assist the Learning Committee in preparing its annual budget request. In addition, they will submit a proposed yearly budget for Youth Ministry.
- The Youth Leader will be familiar with and support the Constitution of St David Lutheran Church and follow the policies and procedures of the St David Lutheran Church Employee Handbook.

To apply for this position, please email your resume to Pastor Greg Brown at [pastor.greg@stdavid.net](mailto:pastor.greg@stdavid.net)