



JOB DESCRIPTION: Director of Youth & Family Ministry

REPORTS TO: Senior Pastor

Purpose Statement: To guide and nurture young people and children within our church body; to guide them in their faith journey; to help them grow spiritually, emotionally, and relationally to other children and adults; to impart the teachings of their faith through prayer, events, and activities while encouraging them to be faithful followers of the church.

Primary Responsibilities, Duties, and Performance Indicators:

Youth Ministry

- Build relationships with youth and welcome them into the life of the congregation
- Provide a ministry of presence that encourages, guides, and supports these youth as they grow and mature in the Christian faith
- Research, coordinate and facilitate guest speakers, training, ministry opportunities for youth such as Peer Ministry Leadership
- Be available for “off hours” ministry with families and youth as needed
- Work with Pastor(s) and Director of Worship and Music in planning appropriate opportunities for integrating youth into the worship life of the church

Children’s Ministry

- Oversee and assist the Sunday School Coordinator

Programs and Events - Youth

- Research, coordinate and facilitate Wednesday evening EDGE meetings
- Research, coordinate and facilitate and accompany yearly mission trip
- Research coordinate and facilitate Summer Stretch program
- Coordinate youth Sunday worship
- Coordinate special events
- Research and implement mission/servant activities throughout the year

Programs and Events-Children

- In coordination with Children’s Ministry Team, research and implement mission/servant activities throughout the year
- Oversee Christmas program.
- Coordinate and facilitate Rally Sunday with the assistance of the Sunday School Coordinator
- Research, plan and coordinate Vacation Bible School with the assistance of the Sunday School Coordinator
- Coordinate special events

Fundraisers

- Coordinate and supervise youth fundraisers

Resources and Administration

- Maintain database of youth fundraising accounts
- Acquire supplies needed within budget guidelines
- Research, facilitate discussions on, and order age appropriate curriculum and education tools for Sunday School
- Participate in staff meetings and other meetings necessary for the worship life of Trinity's youth and family ministry

Communication

- Communicate regularly with EDGE families
- Maintain EDGE (closed group) Facebook page
- Update Facebook page with information and pictures
- Submit monthly information for Tidings to Office Manager
- Submit monthly information for church website to website coordinator

Nursery

- Oversee the nursery by setting up a system where the nursery is appropriately staffed each week; recruit and supervise nursery staff

Budget and Reports

- Prepare budget recommendation annually and submit to Administrator
- Prepare EDGE High School Youth Ministry report for the Annual Report and submit to Office Manager by deadline.

Background, Skills, and Qualifications: Along with education and/or experience in education and ministry and an evident faith in Christ and a commitment to the church:

- Strong organizational skills
- Meet the public tactfully and courteously
- Communicate and work positively and effectively with volunteers and church members
- Maintain cooperative and effective working relationships and be willing to be a collaborative partner on a staff team
- Handle emergencies as they arise
- Maintain confidentiality in all matters
- Function independently and use good judgment in decision making related to duties
- Adjust working hours to accommodate workload as needed

Compensation dependent on qualifications.

Trinity Lutheran Church is an equal opportunity employer.

To apply: please send a current resume and cover letter to: pastor@trinitynorthbranch.org

Or mail to:

Trinity Lutheran Church
Attn: Pastor Jon Yurk
P.O. Box 447
North Branch, MN 55056