



POSITION DESCRIPTION

Position Title:	Director of Confirmation and Youth Ministries
Reports to:	Minister of Congregational Life
Status:	Full time

POSITION SUMMARY:

The Director of Confirmation and Youth Ministries will lead and oversee ministry that excites and inspires faith in middle and high school. In the process, this person will engage both the young people and their parents more deeply in serving and worship.

ESSENTIAL FUNCTIONS

- Lead ministry that inspires faith and excites and engages youth and families
 - o Plan, design and implement programs and events that make kids and families want to come back (includes confirmation ministry, retreats, mission trips, special events, Bible studies, etc.)
 - o Create environments where youth feel valued and known by key adults
 - o Utilize engaging curricula and resources, which may include adaptation of programs to specific needs. Leverage space, technology, and social media for impact.
 - o Identify simple key milestones of faith and learning throughout a child's development that will help us track how we're doing in sharing the core of our faith with kids
 - o Engage families, equip adults as parents and faith mentors
 - o Use interpersonal and public communication, both verbal and written, to build support
 - o Plan and execute monthly confirmation activities
- Build relationships
 - o Reach out proactively to develop positive connections with youth and their families
 - o Be present in the lives of families through ministry, community and school events
- Engage parents and adults
 - o Build and lead both a confirmation ministries and a youth ministries team that can advise and assist in managing programs
 - o Recruit gifted parents, adults and youth with a vision for inspired and meaningful service within the ministry
 - o Manage processes that inspire, equip, support and keep volunteers
- Reach out beyond existing attenders
 - o Engage kids and families not currently attending our church and on the fringes
- Evaluate and learn
 - o Regularly lead evaluation of youth ministry, using metrics to track participation
 - o Seek out continuing education and learn from other successful ministries

OTHER RESPONSIBILITIES

- Regular participation in worship including attending Ignite worship and encouraging youth attendance by your presence and by invitation
- With Risk Management Team, implement and maintain the congregation's child protection policy
- Develop, submit and monitor confirmation and youth ministry budgets

MINIMUM REQUIRED QUALIFICATIONS

Education:

- Bachelor's degree
- Strong faith and understanding of scripture, basic competence in Christian theology, and the ability to be a public witness to faith

Demonstrated Experience in:

- Ministry-related role, having led or participated in a growing and vibrant youth ministry; (seeking at least 5 years experience).
- Strong organizational skills, with ability to manage multiple complex processes; knowledge and understanding of youth needs and development
- Physical requirements associated with the position can be best summarized as follows: Ability to speak, hear, and use the telephone and computer. Ability to lift 25 pounds occasionally.

CORE COMPETENCIES

- Commitment to faith
 - Possess a personal piety which encompasses an authentic walk with Christ
 - Understands and supports the mission of the ELCA
- Interpersonal Skills
 - Able to communicate with warmth, respect and professionalism across generations
 - Must be a diplomatic, friendly, positive and helpful representative of Our Saviour's Lutheran Church
- Team Building Skills
 - Self-motivated, but able to surround oneself with an effective team and delegate
 - Partners with and supports Director of Children and Family Ministries as needed (and is supported by DCF also)
- Process Management
 - Strong organization and process management skills to facilitate program logistics
- Openness to Feedback
 - Ability to invite and accept feedback
- Flexibility
 - Able to work flexible hours, including evenings, weekends and holidays
- Communication Skills
 - Strong written and verbal communication skills, including ability to speak to large groups and to use any and all means (e.g. email, social media, texting, phoning) to engage families
- Appropriate Boundaries
 - Ability to establish appropriate boundaries with kids and families; utilize proper referral resources for individuals and families in crisis.