

**YOUTH MINISTER
POSITION DESCRIPTION**

Muhlenberg Lutheran Church (MLC); Harrisonburg, Virginia

Status: Part-time, Non-Exempt (Salaried)

VISION FOR MINISTRY: The YOUTH MINISTER will provide creative and dynamic leadership and oversight for this congregation's youth ministry to nurture a vibrant and growing Christian faith in people from grade 6 to grade 12 and their families.

ESSENTIAL FUNCTIONS: *(Direct Responsibility)*

To lead middle school and senior high youth and their families into a deep Christian faith through authentic and relevant conversation, classes, small group experiences, and appropriate use of programs, resources, and other experiences consistent with the teachings of Holy Scripture and the Lutheran Confessions. Expectations include, but are not limited to the following:

CHRISTIAN FORMATION

- Work as a team with the pastors and Children's Minister in development and execution of overall Christian Formation plan
- Organize and oversee: *(Direct responsibility, but lay leadership should be highly involved):*
 - o Regular Sunday morning and/or other regular educational opportunities for youth and families
 - o Confirmation program
 - o Regular youth group gatherings
 - o Service opportunities for youth and families
 - o Synod youth events, mission trips, and special events for youth and families
- Prayerfully issue calls, train, and equip members for ministry, including the following:
 - o The Youth Ministry Team, in consultation with the Youth Ministry Team Leader, to create and oversee an excellent Christian Formation ministry in the congregation.
 - o Leaders for classes, programs, trips, and events for middle school and senior high including teachers, aides and support staff to teach curriculum, build relationships, and maintain excellence.
 - Offer training for youth teachers and volunteers no less than two times per year. Training to equip leaders regarding curriculum, age appropriate strategies, MLC's Safeguarding Policy, vision for ministry, and resources.
- Oversee the selection of appropriate (faithful, effective, current, etc.) curriculum and all other educational materials for use in classrooms, small groups, retreats, etc.
- Develop meaningful relationships with the pastors, staff, lay leaders, families and youth served by this ministry to better understand and respond to changing needs and expectations;
- Provide care, support, and educational opportunities for families with youth, including community building around the needs of this group.

ADMINISTRATION

- Develop and administer the Annual Spending Plan for Youth ministries in the congregation, working closely with the Finance Team.
- Implement and Follow MLC's Safeguarding Policy as a guideline for accountability and safety in youth programming, events and activities.
- Collaborate with the Parish Administrator and Communication Minister to appropriately communicate and advertise programs and events

OUTREACH

- Provide creative and effective Community Outreach, developing partnerships in the local community
- Nurture and encourage prospective members, linking them with youth ministries, small groups or activities, pastors, staff and other members.

VA SYNOD, ELCA AND ECUMENICAL Christian Formation Ministries *(Limited Role)*

The Youth Minister will foster connections with other staff and programs within the community and wider church that directly enhance the discipleship ministry of this congregation. Examples of such ministries are:

- “Roots & Wings”
- Formal and informal networking with other professionals in Christian Formation

CONTINUING EDUCATION

This position will require regular involvement in continuing education to enhance professional skills and knowledge in pursuit of excellence in Christian formation ministries. This will include appropriate use of annual continuing education leave and funding with the consultation and approval of the supervising pastor.

MINIMUM SKILLS AND QUALIFICATIONS:

- A personal and deep commitment to Jesus Christ and His Church;
- Master’s degree in Christian education, (or demonstrated equivalent: training and experience);
- Thorough knowledge of education resources consistent with Lutheran theological perspective;
- Demonstrated excellence in interpersonal relationship skills;
- Demonstrated excellence in leadership, oversight and organizational skills;
- Demonstrated knowledge and skills in a range of age-appropriate educational instruction;
- Demonstrated ability to write well and communicate effectively through a variety of means;
- Demonstrated ability to effectively use the computer, internet and social media for ministry.

ACCOUNTABILITY: The Senior Pastor is the direct supervisor of the Youth Minister. Regular supervision meetings will take place and evaluations regularly conducted based on this position description, goals, and observed performance. Guidance and general accountability will also come from the Youth Ministry Team, composed of congregation members and a council liaison.

WORK TIME REQUIREMENTS: Part time, with weekly/seasonal variation. Hours should average to approximately 25 hours per week. This includes Sunday services; special seasonal services (e.g. Major festivals, mid-week worship, etc); all staff meetings; retreats and other responsibilities, including some evening meetings, overnight retreats, etc. as programming dictates. This includes all preparation and travel time necessary to perform these duties.

PHYSICAL REQUIREMENTS:

- Ability to speak in a public forum – frequently;
- Ability to move freely about worship space, homes, classrooms, retreat sites, etc – frequently;
- Ability to read and comprehend a significant volume of material for evaluation and study;
- Ability to use office equipment (phones, computer, copier, etc) – frequently;

- Ability to sit/stand/walk – frequently;
- Ability to drive personal vehicle for visits, meetings, etc. – frequently;
- Ability to drive the congregation’s church van for functions, - occasionally;
- Ability to bend/stoop/climb – occasionally;
- Ability to lift/carry >40 lbs – rarely.

CORE COMPETENCIES: To be effective in this Call the following Core Competencies are essential:

Interpersonal relationships. Relates well to all people, inside and outside the congregation; builds effective working relationships and partnerships; maintains appropriate boundaries; uses diplomacy and tact; regarded as a cooperative and enjoyable part of staff and lay ministry teams.

Trust and Integrity. Is widely trusted; seen as direct and truthful; always keeps confidences; admits mistakes; always offers public support for the Pastor(s), staff and lay leaders, addressing concerns with these co-workers directly or through appropriate procedures; takes responsibility for personal and professional conduct that adheres to the standards for ordained ministers of the ELCA.

Managing Vision and Purpose. Articulates and supports the vision and ministry of Muhlenberg Lutheran Church; communicates a compelling and inspired vision for ministry; focuses beyond the here and now to a larger, often-changing, sense of purpose and possibilities; creates an infectious sense of hope and optimism, especially in the face of challenges; helps others own the vision!

Innovation: While maintaining excellence in current relationships and programming; is always looking for and developing new and innovative resources and programs that keep the ministry alive and fresh. Creates a sense of excitement and anticipation among others about “what’s new...”

Supervision and Planning. Works with the Youth Ministry Team and Pastor to set and evaluate objectives and goals on a quarterly basis; embraces supervision and constructive criticism as opportunities to learn and grow; accurately assess the length and difficulty of a project; breaks down the work into steps; (e.g. develops time-line; task/people assignments); adjusts for problems; measures performance and evaluates results.

Organizing. Gathers and organizes resources (people, funding, material, etc.) to accomplish specific goals and objectives; can effectively orchestrate multiple activities at once; responds to pressure gracefully; can establish priorities and use delegation; uses resources effectively and efficiently.

Communication and Publicity. Is able to effectively make use of a variety of resources and media (written, art, internet-based, advertisement within and outside the congregation) to communicate clearly both broad visions and detailed plans for ministry programs.

Developing Lay Ministries. Is able to identify potential talent and recruit capable people into positions of responsibility; provides challenging and aspirational assignments; delegates appropriately; builds people up; maintains open and active dialog with the pastors, fellow staff and lay ministers; communicates goals and objectives clearly; holds people accountable.

Managing Conflict. Deals with problems quickly and directly; steps up to conflicts without blaming or accusing others, listens carefully and fully to others, seeking clarity and understanding; settles disputes directly, collaboratively and equitably; seeks common ground.

Teamwork. Fosters collaborative relationships with the pastors, church staff, parents and others involved in the ministry; shares and receives information that will promote success in reaching program goals; participates in cultivating a healthy team environment based upon trust and mutual respect; supports group decisions; and nurtures positive cooperative partnerships with others to implement and realize the ministries' mutually shared vision.

COMPENSATION: Commensurate with experience. Salary range is \$26, 000 – 32,000.