

Director of Youth Ministries Job Description

Lutheran Church of Our Savior and Spirit of Hope

5050 North Sierra Way, San Bernardino, CA 92404

Church offices: (909) 882-5013 or (909) 882-2961

Desired Qualifications:

1. Has a genuine faith in Christ and models Christian behavior.
2. Willing to grow and learn, through personal study and by attending education opportunities recommended by church councils or pastors.
3. Willing to work within a Lutheran theological context.
4. Capable of performing some fund-raising functions.
5. Able to be flexible in scheduling work hours.
6. Well organized and self-motivated.
7. Willing to abide by all church policies and procedures.
8. Have effective communication skills and be prepared to interact at an intergenerational level.
9. Understand ministry as “team” and can recruit by identifying gifts in others.
10. Be social media savvy and have a good grasp of technology.
11. Musical ability preferred but not required.
12. Is a director and leader, not just a “doer”.
13. Preferably be 25 years of age, but will consider 21 years of age and older.

General Responsibilities:

1. Prepare and lead weekly meetings for Bible study, fellowship, and other Christian activities.
2. Periodically contact participants, potential participants, and families, including phone, email, home visits, and conversations at Sunday worship.
3. Event planning and supervision.
4. Submit a monthly article for the church newsletters and publicize youth activities using all means available.
5. Encourage and coordinate participation in youth retreats, camps, and gatherings.
6. Chaperone or arrange for chaperones and drivers as needed for youth

activities.

7. Prepare annual budgets for the youth ministry to be proposed to the Councils.
8. Participate in synod conferences as often as practical.
9. Keep in communication with both church pastors/secretaries.
10. Responsible for 6-12 grade youth in two congregations, Spirit of Hope and Lutheran Church of Our Savior.
11. Attend monthly council meetings at both churches upon request.
12. Be responsible for recruiting, training, and supervising where possible people for the youth program.
13. Effectively partners with parents in creating faith building opportunities in the home.
14. Attends worship at the two churches alternately.

Supervision and Oversight:

1. The Director will submit a monthly written report to the two church councils.
2. The Director will report to and be supervised by a Youth Leadership Support Team that will consist as a minimum the pastors of both churches.
3. An evaluation will be done by each church pastor annually and presented during a recorded counseling session.
4. This position description may be revisited according to the gifts of the applicant.

Approximate time commitment: 60 hours per month (average)

Salary: \$15 per hour (\$900 average per month)

This is a part-time position as Director of Youth Ministries for both Lutheran Church of Our Savior and Spirit of Hope Lutheran church.

Applicants please send a resume and three (3) references to one of the email addresses below.

Upon offer of employment, applicant will be subject to a criminal background check and a thorough check of all references. Interested parties may send their applications to the church offices of either church at office@lcosavior.org or office@spiritofhopechurch.org .