

# Edgebrook Lutheran Church

## Job Description

### Part-Time Community Youth Leader

Edgebrook Lutheran Church (ELC)'s mission is to cultivate a welcoming, loving community that leads and supports youth on their faith journey, energizing youth to extend the love of Jesus to themselves, their communities, and the world. We are united in the deep need to care for and support our youth with our neighboring faith communities and are piloting an ecumenical community youth group, Edgebrook Youth Together (EYT) with one shared staff person supported by adult and young adult volunteers. The Community Youth Leader (CYL) will be a spiritual resource so that youth know that they are supported and are not alone, promote youth's spiritual growth and deeper connection with Jesus Christ, and create a space where youth can feel safe to ask questions that help them authentically know themselves and one another. The CYL will be the lead person responsible for engaging youth, volunteers and staff in the ecumenical youth group's mission and activities.

#### **Qualifications**

- 3-5 years of ministry or education experience, preferably in the areas of children, youth and family ministries.
- Bachelor's degree in education, religion or social sciences; seminary background is preferred.
- Ability to actively listen and empathize with today's young people.
- Ability to recruit and train adult and adolescent volunteer ministry leaders.
- Ability to establish and maintain effective, collaborative working relationships with staff and lay leaders.
- Ability to serve as a role model for youth, families and faith communities.
- Strong communication (oral, written visual) and digital technology skills and demonstrated experience with Microsoft Office products (Word, Excel, PowerPoint), virtual meeting software (Zoom, Facebook Live) and social media.
- Strong organizational and time management skills, including ability to perform tasks that require attention to detail, and manage and prioritize multiple tasks.

#### **Duties and Responsibilities**

- Develop strategy for outreach to youth and families within Edgebrook and surrounding communities.
- Lead EYT staff and volunteer meetings
- Be an advocate for our youth by establishing trusting relationships within the group and with individual EYT members.
- Build relationships with youth group members through the following activities: individual one-on-one meetings with youth, leading EYT gatherings, and attending group members' extracurricular events
- Nurture and empower youth to use their spiritual gifts and talents, including but not limited to leadership and ministry opportunities with their communities (e.g., church, school, work, etc.).
- Equip and train volunteers and other leaders to 1) grow and increase advocates for the youth and 2) share responsibilities for overall group leadership.
- Design and manage communication and administrative tasks, such as event planning, volunteer coordination, fundraisers, etc.
- Reach out to and collaborate with the community to assess needs, identify opportunities for service, and engage youth in projects that respond to the needs of the community

- Work with EYT churches and provide oversight of youth-related ministry and/or events, which may include intergenerational, community-based and service-based ministry.

## **Supervisory Relationship**

- The Pastor is the Community Youth Leader's direct supervisor.
- The Church Council, via the Personnel Committee, will provide guidance and advice.

## **Hours of Work, Compensation and Benefits**

- **Hours of Work:** The CYL shall be required to work 25-30 hours per week. The CYL may establish their own weekly work schedule and will inform the pastor(s) and church Office Administrator of their weekly work schedule.
- **Compensation:** \$35,000 base salary per year to be paid twice a month in 24 equal amounts plus the following paid benefits: 6% of base salary retirement contribution, 2.6% of base salary disability, and synod health insurance for the employee. The employee may add health coverage for other family members by paying 100% of the actual additional cost. Payroll taxes will be deducted from the employee's wages.
- **Vacation:** Employee will receive two weeks paid vacation. Vacation is to be scheduled 30 days in advance with the pastor(s). Accrued vacation may be taken after six months in the position. Vacation may not be kept in reserve and carried over from one calendar year to the next. The employee's calendar year is defined as 12 months after the employee's official date of hire, i.e., July 1- June 30.
- **Sick Leave:** The CYL receives five days of paid sick leave annually and will not accrue time from year to year. The employee is eligible to receive paid sick leave after six months of employment. The congregation will pay for substitutes needed at this time.
- **Probationary Period:** The Pastor and Personnel Committee will provide an evaluation of work performance after the employee's first 90 days of employment (probationary period).
- **Annual Review:** The pastor(s) will provide an annual evaluation of work performance jointly with members of the Personnel Committee

## **Verification of Employment Eligibility and Employment Screening**

- Under federal law, ELC is required to verify the employment eligibility and identity of each employee. Candidates for this position must provide required employment eligibility documentation and complete Section A of the Employment Eligibility Verification form (Form I-9).
- Employee must supply three professional references. These references are to be provided during the initial interviewing process.
- ELC is a safe place where people can worship, learn, work, love and receive care in a manner that is free from harm. ELC requires all prospective employees to voluntarily submit to a criminal background check (at no cost to the prospective employee) through our approved out-source. By signing this agreement, the employee specifically consents to said background check and waives any claim against ELC for performing said background check.

## **Termination**

The parties hereto may terminate this agreement as follows:

- Employee shall have the right to terminate this agreement, with or without cause, upon written notice to the church. If the termination is without cause, employee shall provide the church thirty (30) days advanced written notice prior to the termination of this agreement. During that time period, employee shall, at the option of the church, be obligated to fully perform the duties and obligations as set forth

herein. If the termination by employee is for cause, the termination shall be effective upon receipt of written notice of termination to the church.

- The church shall have the right to terminate this agreement, with or without cause upon written notice to employee. If the termination is without cause, the church shall provide employee thirty (30) days advanced written notice prior to the termination of this agreement. During that time period, employee shall, at the option of the church, be obligated to fully perform the duties and obligations as set forth herein. If the termination by the church is for cause, the termination shall be effective upon receipt of written notice of termination to employee.
- Termination for cause as set forth above shall include, but is not limited to, the following:
  - a. Failure of employee to conduct him/herself as an employee of the church in a courteous and professional manner.
  - b. The incapacity or serious illness of employee sufficient to significantly affect the ability of employee to perform his/her obligations under this agreement.
  - c. Criminal or public acts which involve, but are not limited to, intoxication, substance abuse, acts involving moral turpitude, or any other criminal acts.
  - d. Any material breach of this agreement by either party.
  - e. Mutual written agreement of the parties.
- In the event of termination of this agreement, whether by mutual agreement of the parties, by written notice with cause, or by written notice without cause, employee agrees to immediately return to the church any property/keys which are owned by the church and are in the possession of employee.

### **Acknowledgement**

By signing this agreement, the employee states that he/she has read the document in its entirety, that he/she understands each and every provision contained herein, and that he/she consents to be bound by its contents and gives the church permission to perform the criminal background check as set forth above.

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**Employee**

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**Date**

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**Personnel Committee Representative**

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**Date**