

## Cross of Christ Lutheran Church

<b>Job Title:</b>	Director of Youth Ministries		
<b>Description</b>	The Director of Youth Ministries will develop and maintain a comprehensive program that nurtures the faith development of the congregation's youth. This is a full-time position.		
<b>Location:</b>	Cross of Christ Lutheran Church, Broomfield, CO		
<b>Salary/Wage:</b>	\$34-38K, annually Annual Continuing Education: \$900	<b>Position Type:</b>	Salaried; Full-time; Exempt Benefits included
<b>Reporting to:</b>	Pastor of Congregational Ministries	<b>Last Updated:</b>	August 2019
<b>Sabbatical Eligibility</b>	Eligible for 4 weeks after every 5 years		

### CROSS OF CHRIST PERSONNEL VISION STATEMENT:

At Cross of Christ Lutheran Church, we work toward the common goal of a faithful, Christ-centered ministry. As staff members, we model for the congregation what it means to live as followers of Jesus. As such, we commit ourselves to support, trust, and respect one another in honest and gracious working relationships which have their foundation in the love of Christ.

### ROLE AND RESPONSIBILITIES

The Director of Youth Ministries is expected to build and execute a strategy to develop youth programs and activities for 6-12<sup>th</sup> grade youth, with potential expansion to include 4<sup>th</sup>-5<sup>th</sup> grades.

#### Build Relationships

- Be a visible and consistent presence in the congregation and develop meaningful personal relationships with a wide circle of youth and families in the congregation.
- Support Youth outside of Sunday service and Confirmation, through strategic involvement in their school lives, as appropriate.
- Work effectively with Youth Advisory Team and Youth Leadership to plan activities and opportunities that serve others, help youth learn about their faith, and socialize and have fun with other youth.
- Work effectively with the Director of Children's Ministry to transition 4<sup>th</sup> and 5<sup>th</sup> grade students to the Youth program.

#### Build Youth Program

- Build, organize and execute an annual calendar of programs and activities that encourages Youth to seek Christ in their lives.
- Prepare an annual budget for youth activities and programs and provide a quarterly financial statement to the Church Council for the independent youth bank accounts.
- Recruit, train, and support adult volunteers in working with the youth, effectively engaging and using volunteer help.
- Maintain a current list of youth membership (6-12<sup>th</sup> grades).
- Plan and participate in gatherings and retreats for Youth Directors and youth groups in the Rocky Mountain Synod (Middle School and High School gatherings are held annually).
- Plan and execute youth gatherings and/or mission trips as appropriate (i.e. ELCA Youth Gatherings, Rainbow Trail summer camp, Summer Mission trips; Confirmation Retreat, etc.).

#### Youth Education

- Teach the high school Sunday School class during the Sunday School hour (Sept-May), encouraging ongoing Faith development and building a personal relationship with Jesus Christ.

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- Work with the staff to plan occasional youth worship services on Sundays.
- Encourage youth and seek ways to involve youth in the ongoing life and ministry of the congregation.
- Collaborate with Pastor of Congregational Ministries to develop and implement the Confirmation program, including teaching confirmation as appropriate.
- Plan Confirmation church visits and debrief youth observations.
- Participate in Vacation Bible School (VBS) as planned by VBS coordinator.

## Communications

- Communicate youth activities in the weekly bulletin, monthly newsletter, electronic communications, and other means (i.e. youth bulletin board, youth calendar, etc.).
- Communicate effectively with parents of youth with a high level of attention to detail.
- Provide a written, monthly status report of the Youth program to the Church Council.
- Hold weekly 1:1 meetings with supervising Pastor.

## Other Expectations

- Attend weekly staff meetings and keep regular office hours.
- Attend Sunday morning worship weekly at Cross of Christ Lutheran Church and be available on Sunday mornings to youth and families.
- Some evening and weekend work required.
- Perform additional duties as directed by Pastor of Congregational Ministries or Lead Pastor.
- Job performance review conducted annually by supervising Pastor, Lead Pastor and member of Executive Council.
- Minimum two (2) weeks written notice requested in the event of voluntary resignation.

## Qualifications:

Required Qualifications	Preferred Qualifications
<ul style="list-style-type: none"><li>▪ Bachelors degree, or experience in lieu of degree</li><li>▪ Minimum 3-5 years youth ministries experience, with proven ability to engage youth and grow program</li><li>▪ Knowledge of basic Christian theology</li><li>▪ Excellent written and verbal communication skills</li><li>▪ Excellent interpersonal skills</li><li>▪ High level of organizational skills</li><li>▪ Proficiency in basic office suite programs (Microsoft Office, Google Drive, etc.)</li><li>▪ Ability to abide by policies in the Employee Handbook, including Safe Haven Guidelines</li><li>▪ Pass a fingerprint and background check upon acceptance. Failure to pass either will result in immediate termination.</li></ul>	<ul style="list-style-type: none"><li>▪ A passion for preparing Youth for a life with Christ after high school</li><li>▪ Strong work ethic, willingness to take initiative</li><li>▪ Member of the ELCA</li><li>▪ Proficiency in various social media applications</li><li>▪ Willing to learn new systems and software</li><li>▪ Creativity and innovation in developing new programs</li><li>▪ High level of maturity with ability to have fun with kids</li></ul>

Please send resume and letter of interest to:

Cross of Christ Lutheran Church  
Attn: Pastor Will Johnson  
12099 Lowell Blvd  
Broomfield, CO 80020

Or email resume and letter of interest to:

[wjohnson@cross-of-christ.org](mailto:wjohnson@cross-of-christ.org)

Resumes due by September 1, 2019