



Gateway Trinity Lutheran Church Job Description

Job Title Director of Youth and Family Ministry - Full Time

Work Schedule Hours are based on a 40 hour per week schedule, with the realization that this schedule will vary at different times of the year. The position requires an expectation to work flexible hours, including evenings and weekends, as well as annual weeklong trips with the youth group for camp, mission trips, or youth gatherings. The actual number of hours per week are those needed to fulfill the responsibilities of the job.

Reports to Lead Pastor

Job Objectives and General Description

The primary purpose of the Director of Youth and Family Ministry is to provide a means for Children, Youth, and their families to grow a deeper connection with God and be nurtured on their personal and collective faith journey.

- Build authentic and affirming relationships of trust, compassion and mutual understanding.
- Lead, manage, and direct all programs and ministries specifically for the congregation at GTLC with the primary purpose of faith formation.
- Strive to encourage youth to connect with God individually and collectively in order that they are empowered to articulate and demonstrate their faith every day of their lives.

Education and Experience

- Relevant college degree preferred.
- Previous experience, paid or volunteer, in a church or related field.

Qualifications and Competencies

- A vibrant faith, knowledge of the Bible and understanding of Lutheran Theology and traditions.
- A passion for, and ability to work effectively with youth and their families.
- Strong written and verbal communication skills.

- Strong organizational and administrative skills.
- Ability to utilize technology and social media effectively.
- Ability to work as a member of a team or individually.
- Strong leadership skills.
- Working knowledge of current youth culture.

Job Responsibilities

- Work with Staff, Council, Volunteers, and Teams associated with Youth and Family Ministry to maintain and further develop the ministries and programs.
- Attend all scheduled staff meetings.
- Provide a written Annual Report for the annual meeting and monthly written reports for the Church Council.
- Recruit, train, and support volunteers for ministries and events.
- Provide formal and informal opportunities to interact and build relationships within the Body of Christ.
- Demonstrate service and outreach as a key element of expression of faith.
- Maintain a caring environment that creates a welcoming atmosphere of respect, growth, and belonging.
- Participate in the annual budget process, providing recommendations for the needs of the Youth Ministry program.
- Pre-K through 5th grade: Annual Vacation Bible School and weekly educational classes specifically for children 4 years old through 5th grade.
- Grades 6-12: Weekly youth group including fellowship and education, annual week long service trips, semi-annual National Youth Gatherings of the ELCA.
- Community Outreach to youth in the community and their families through events such as movie nights, game nights, and other creative outreach to engage families.
- Parent Support: Connect with and availability for prayer, conversation, and encouragement, as well as providing educational opportunities for parents as the need and desire arises.

Professional Growth

- Model the value of lifelong learning by participating in continuing education opportunities
- Networking with local Youth ministers within the conference and Lee County
- Working with local Youth and Family ministers for networking and support.

Accountability and Supervision

The Director of Youth and Family Ministry will be accountable to the congregation and its mission, under the supervision and direction of the Lead Pastor. Through a process of ongoing ministry evaluation, conversations and needs assessments, the Lead Pastor, Associate Pastor, and Director of Youth and Family Ministry will work together to set goals for the continued growth and development of the ministries for which they are responsible. Goals and reviews will be written and evaluated on a yearly basis.

Personnel Policies Statement

The employees of this congregation, in all their services-both within the congregation and in the fulfillment of the church's mission in the world- shall carry out the duties to which they are assigned in faithfulness to the mission of GTLC and the ELCA. Full details of all specific personnel policies can be found and referred to in the Employee Handbook that each employee shall receive upon hiring and as the handbook is updated or amended.

Applicants may apply by sending Cover Letter and Resume to:

**Pastor Sean Bunger
pastorsean@gtlc.org**