



**Evangelical Lutheran
Church in America**
God's work. Our hands.



Faith Lutheran Church 207 South Cherry Avenue
Marshfield, Wisconsin 54449
www.faithmarshfield.com

JOB DESCRIPTION

TITLE: Youth Director

REPORTS TO: Pastor

COLLABORATES WITH: Director of Education & Family Ministry and the Youth Advisory Team

FLSA: Non-Exempt – This is a part time position working an average of 10-13 hours per week for approximately 575-675 hours per year. The actual number of hours required during any given week are those needed to fulfill the responsibilities of the position. Furthermore, it is recognized that the schedule may vary at different times of the year.

Position Summary

Coordinate and lead youth ministry (Grades 7-12) at Faith Lutheran Church by fostering Christian community and building personal relationships with youth and their parents to strengthen their commitment to church, grow their faith in Jesus Christ and fulfill their baptismal promises.

Function as the primary staff person for youth in Grades 9-12 and collaborate and partner with the Director of Education and Family Ministry for youth in Grades 7-8, to provide leadership for ongoing ministry opportunities to grow relationships with one another, with the greater congregation and with God.

Essential Duties and Responsibilities

- Direct the youth ministry program at Faith Lutheran Church also known as Faith Lutheran Youth (FLY)
- Plan, coordinate, implement and/or lead:
 - Post confirmation (grades 9-12) learning opportunities for youth collaborating with the pastor and Director of Education and Family Ministry for curriculum and other resources and execution
 - Mission trips and other service project to actively impact and engage the youth in recognizing and developing a lifelong attitude of service to others
 - Activities for youth that build community and promote spiritual growth and development through prayer, fellowship and fun (may include but not limited to small group gatherings or Bible study, retreats, Synod and ELCA Youth Gatherings, etc.)
 - Leadership, growth and development opportunities and activities within FLY, the congregation and Synod
- Visible presence at Sunday Morning Worship by Youth Director or designee
- Advocate for the youth of Faith Lutheran Church and promote a youth friendly church
- Encourage and create opportunities for youth to be involved in all aspects of worship.
- Plan and coordinate Youth Sunday services
- Develop opportunities for recognition of milestone ministries related to youth
- Building on the relationships developed through FLY, continue outreach and encouragement to young adults from the congregation on their faith journey in college
- Actively recruit, train, support and coordinate parent and congregational volunteers to partner with in support of youth ministry program
- Prepare or coordinate youth, parent, and congregational communications using verbal, written, & digital tools utilizing current appropriate technologies (including Subsplash – Data Management Software)
- Reach out to collaborate and partner with other individuals, ELCA congregations and other congregations within the community to share in youth ministry
- Keep abreast of trends and needs of today's youth through ongoing education and additional learning and training through reading, internet resources, seminars, conferences and classes
- With the assistance of FLY, parents and the Youth Advisory Team, lead or coordinate fundraising efforts to assist in the support of the youth ministry program
- Develop and keep accurate attendance and financial records for all FLY activities and present these records to the Senior Pastor, Audit Committee, Youth Advisory Team and congregation quarterly and as requested. Create an

annual budget in collaboration the pastor, team and treasurer

- Prepare and present an annual report for the congregation on the FLY ministry program
- Be visible in our community as a Christian public leader, open to personal interaction with youth and families beyond the walls of Faith Lutheran Church
- Within the limits of the part time designation of the position, be available and accessible to youth, parents, staff and the leadership of the congregation
- Serve as an integral team member of the Faith Lutheran Church staff, leadership and congregation. Actively participate in staff meetings
- Meet on a regular basis with the Youth Advisory Team for guidance, involvement and development of FLY

Minimum Qualifications (Education, Experience, Skills)

- Spiritual
 - Exhibit a passion for working with youth and their parents, an inclusive spirit, a strong Christian faith and ability to connect personally with a diverse group of youth
 - Demonstrate solid understanding of the foundations of Christian faith, ELCA tradition and a strong desire to nurture young people in Christian faith.
 - Endorse and support the mission statement of Faith Lutheran Church.
 - Support the Lutheran theology for which Faith Lutheran Church stands.
- Education/Experience
 - Bachelor's degree preferred, a certification in Youth & Family Ministry or comparable experience
 - History of successful relationships with youth, parents, church leaders and clergy related to youth ministries
 - Experience in leading worship services (does not need to be ordained)
- Skills and Abilities
 - Ability to generate new ideas and programs; values a team concept of ministry
 - Strong oral communication skills and the ability to relate well interpersonally
 - Work collegially with pastor and other staff in planning, preparing for and leading youth ministry
 - Strong organizational and interpersonal skills; flexible and energetic
 - Teachable spirit
 - Team player who can work independently
 - Comfortable with utilizing technology and media resources
 - Collaborate with pastor to plan, prepare and assist with leading worship services
 - A commitment to confidentiality regarding all records, both of church staff and members of the congregation

Mission Statement

Loved by God, living for others.

Signature

Date

Last Updated: 2025.06.18 AH per the Personnel Team