

**BETHEL LUTHERAN CHURCH*****Position Description*****Director of High School Ministry**

**Vision for Mission Statement:** To CONNECT with others, to intentionally GROW their faith, and in turn, to put our faith into action and SERVE others as Jesus directs us.

**POSITION: Director of High School Ministry (Full-Time, Salaried)**

**Supervisor: Pastor of Youth and Family Ministry**

The Director of High School Ministry provides a leadership role in developing and implementing a comprehensive ministry program for ninth through twelfth grade youth. The Director of High School Ministry shall seek to foster Christian community through the building relationships with young people in a way that strengthens their commitment to the church and that grows their faith in Jesus Christ.

The candidate should have a passion for working with young people, an inclusive spirit, a strong Christian faith and an ability to connect personally with a diverse group of youth. Key position attributes:

1. Function as a primary staff person relating to youth, providing leadership for outgoing ministry opportunities for students to grow relationships with one another, with the greater congregation, and with God.
2. Recruit and train adult and college age volunteers to work with ninth through twelfth grade age groups.
3. Plan and implement age appropriate activities for youth that promote community through fellowship, fun and faith development. Such activities might include: small group Bible study, retreats, mission trips, service projects, and fellowship events.
4. Initiate and maintain various ways of communicating and connecting with the youth and their families (Church Community Builder, social media, email, phone, home visits).
5. Be visible in our community as a Christian public leader, open to personal interaction with youth and families in these settings where appropriate and possible.
6. Serve as a “team player” – supporting other children and youth staff where appropriate, working with the Pastor of Youth and Family with the confirmation program as well as other programs, and participating regularly in the worshipping community of Bethel Lutheran Church.
7. Gift for dreaming and visioning new ideas for the sake of growing the High School Ministry.

**Working Conditions:** The position of Director of High School Ministry requires great flexibility in hours available for work, including evenings and weekends. The position is a full time, salaried position and while the salary is based upon a projected 40 hours per week, 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.

**The Director of High School Ministry shall:**

1. Maintain certain regularly scheduled office hours in order to be accessible to youth, parents, staff, and leadership of the congregation.
2. Keep the church office informed as to how the Youth Director can be contacted.
3. Notify the staff prior to all unforeseen and untimely absences from regularly scheduled events, and provide a suitable substitute in the case of anticipated absence.
4. In the case of extended time away from the office, arrange to receive messages.
5. Be familiar with and operate within the guidelines set forth in the lay staff handbook

7/25/18