



## Director of Youth Ministries

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*Trinity Lutheran Church, 2949 Alamo Street, Simi Valley, California 93063  
805.526.2429*

❖ *Job Description:*

### **I. Basic Function**

To direct and implement the vision of Trinity Lutheran Church in the area of ministry to children ages birth through grade twelve.

### **II. Organizational Relationships**

- A. Directly responsible to the Board of Directors.
- B. Work in tandem with the Pastor on numerous projects and ministries, cultivate professional relationship.
- C. Colleague of other ministry staff and support staff.
- D. Director and “coach” of all youth ministries.

### **III. Responsibility and Authority**

#### **A. Leadership**

- Support and demonstrate a passion for Trinity’s vision and effectively execute its ministry plan.
- Openly and honestly communicate with staff and congregation.
- Display biblical character and live/work by biblical principles.
- Consistently seek to grow in faith and relationship with Jesus Christ.
- Make key decisions on strategic issues in the area of youth ministries at Trinity.

#### **B. Management**

- Directly supervise, coach, develop and evaluate, and set direction for leaders in youth ministries.
- Develop, implement and maintain effective organizational structure that is in line with the overall and agreed upon ministry structure of Trinity.
- Help youth leaders understand the mission and vision of Trinity as well as its purpose and goals of their ministry area.
- Set expectations for youth leadership and equip them for service.
- Monitor attendance records, etc., for youth ministries.

#### **C. Administration**

- Evaluate, develop, implement and oversee ministry goals, purposes, policies, processes and procedures that ensure effective ministry to children of all ages.
- Evaluate, develop, and implement new youth ministries when and where needed.

- Prepare and oversee budget items assigned to children's ministry (Sunday school, Summer Camp, Senior and Junior High accounts, etc.)
- Effectively communicate with staff, youth ministry leadership, families with children, children and youth in the congregation.
- Serve as an advocate for young children, youth and young adults in their unique and special needs as members of the congregation.
- Prepare evaluation tools inviting feedback from class and program participants.

#### **D. Specific Duties**

- Write, create PowerPoint, and present weekly Sunday morning Children's Message.
- Superintendent of the Sunday School. Train, lead, equip, and manage all aspects of Sunday children's ministries. Select and purchase curriculum supplies, including all supplies and related materials for children's ministries.
- Manage Confirmation class inquiries, confirmation class registration, leadership and class schedules, select and update curriculum; purchase and assemble materials and supplies; and (in conjunction with the Pastor) set up field trips, church/community service events, and other events and tasks that support the confirmation process with the Junior High students; provide regular progress reports; plan confirmation service.
  - Compile Acolyte Schedules
  - Compile Communion Bread Schedules
  - Coordinate Advent and Lenten Services
- Oversee Senior High group; assist in planning and implementing vision; act upon decisions; plan retreats, events, volunteer opportunities, fund raising, and mission projects.
  - Supervise Sunday Coffee service
- Contribute to Trinity's monthly newsletter and oversee its distribution to Trinity's youth, birth through grade twelve.
- Oversee the selection and support of youth mission projects and retreats.
- Oversee all aspects of Vacation Bible School (VBS): Set purpose, theme, goals, structure; select curriculum; purchase materials and supplies; promote program; recruit, train and equip hosts, volunteers and teaching teams.
- Oversee all aspects of Trinity's Summer Camp: Set purpose, theme, goals, structure; select curriculum; purchase materials and supplies; promote program; recruit, hire, train and equip counselors.
- Organize and oversee annual Sunday School Christmas play, *Hike to the Cross* and *Easter Egg Hunt and Resurrection Festival* Easter events as special intergenerational alternatives to regular children's education opportunities on specific Sundays or weekends.
- Direct and/or oversee all aspects of regular weekly education opportunities for children pre-Kindergarten through twelfth grade set purpose, goals, structure; organize facility, select curriculum; purchase materials and supplies; promote programs; recruit, train and equip leadership and support people.
- Assemble and direct Youth Committee to assist with yearly and future planning.