

Calvary Evangelical Lutheran Church of Dover
Job Description

Position Title: Director of Youth Ministry

Immediate Supervisor: Pastor

Status: Part time | Ministerial | Exempt

Position Summary:

The Director of Youth Ministry is responsible for helping individuals grow in faith and foster their relationship with God. This includes ministry for youth (grades 5–12) and creating opportunities for faith based spiritual growth through activities, discussions, and service projects. The Director works closely with Pastor, Church Members, Staff and Committees to ensure alignment with the Congregation's faith goals.

Essential Duties and Responsibilities:

- Develop and administer a comprehensive Youth Ministry program which includes creating opportunities for spiritual growth through activities, discussions, community outreach and service projects.
- Engage with our Elementary and Preschool children and their families throughout the year including offering joint youth and children's events and by teaching Elementary and Preschool Sunday School several times a year.
- Build strong, trusting relationships with all Church Members, especially youth and their families.
- Facilitate youth participation in Vacation Bible School (VBS) and other Church events.
- Model a deep, loving relationship with Jesus Christ.
- Recruit, train, and support adult advisors for youth programs.
- Attend Sunday services and Church social events regularly.
- Organize and attend monthly Youth Group meetings and other Church-related events including Youth Sunday once a year.
- Coordinate and manage youth fundraising efforts for events and activities.
- Create and manage the Youth Group budget.
- Provide monthly reports on all activities to the Faith Formation Committee.
- Attend and participate in Staff and Committee meetings as needed.
- Encouraged to participate in Continuing Education opportunities.
- Other duties as assigned by Pastor

Qualifications and skills:

- Prior experience in Youth Ministry or congregational leadership is highly beneficial.
- A strong understanding of Scripture and the Lutheran Catechism is preferred.
- A commitment to personal and professional life in alignment with the teachings of Calvary Evangelical Lutheran Church of Dover, PA.
- Outstanding communication skills, both verbal and written, and excellent interpersonal skills.

- Compassionate, caring and energetic with the ability to engage and connect with the youth on their level during youth events – for example - playing games with them.
- Strong organizational and leadership abilities.
- Familiarity with technology for scheduling, communication, and presentations, including social media.
- An understanding of the challenges of living faith in daily life, especially for youth and families.
- Ability to recruit, motivate, and support volunteers.
- Ability to work collaboratively and independently.

Job Conditions/Physical Demands:

- Valid driver's license.
- Comply with Church's Child Protection Policy including providing required clearances.
- Availability to work flexible hours, including evenings, weekends and holidays.
- Ability to sit, stand, and move around for extended periods.
- Ability to lift and carry items up to 30 pounds.
- Ability to work in various environments, including offices, meeting rooms, and off-site venues for events. The role involves frequent interaction with youth, families, and church staff, requiring multitasking and adherence to deadlines.

Hours: This is a salaried exempt position. Expected weekly hours are approximately 10.

Salary: Commensurate with education and experience.

It is requested that the Youth Director give 30 days notice for resignation of employment to Congregation Council President or Pastor.

Acknowledgment:

I understand and accept the terms of this job description. I acknowledge that I am a person of faith, committed to fulfilling the outlined duties and responsibilities.

Printed Name: _____ Date: _____

Employee Signature: _____

Ministerial – Full time or part-time employees are exempt from the Overtime Rule requirements because their primary duties include ecclesiastical or ministry activities that proclaim the Gospel message of the Church while responding to the pastoral needs of the faithful in accord with the teachings of the Church and its sacred traditions.