

Prince of Peace Lutheran Church
930 W Higgins Road, Schaumburg Illinois
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Love God – Follow Jesus – Invite All

Youth Minister

Position Purpose: To promote a nurturing and safe environment in which youth and their families might thrive in their spiritual growth by providing leadership and direction to the youth ministries at Prince of Peace Lutheran Church. Prince of Peace seeks a person who will play an important role in the spiritual climate of the church both as a leader and as an example. A qualified candidate will possess the knowledge and ability to produce a high-quality ministry program. This person will value team ministry.

Supervision: The Youth Minister serves under the direct supervision of the Pastor. The Congregation Council will handle job related negotiations and any employment questions, special situations, or policy matters. The Board of Youth will provide support and connection with the larger congregation.

Accountability

- This position reports weekly to the Pastor through regular staff meetings.
- This position works cooperatively with the Board of Youth, which holds monthly meetings.
- A report to the congregation council outlining celebrations, accomplishments, challenges and opportunities may be required no more than quarterly.
- A personnel committee is available for conversation and consultation about employment related matters.
- Will provide a report annually, summarizing the year's activities for the congregational annual report.
- Annual reviews are done by the Pastor

Position Description

The Youth Director will coordinate and lead ministries with youth in grades 7-12. The Youth Director will recruit, train, encourage, and equip adult and youth leaders to serve in these ministries.

Essential Functions

Jr. High and High School Ministry

- Run Emerge, a weekly Sunday night youth group, during the school year. Lead all meeting of Emerge (2 Sundays off on Emerge nights during the year as personal days). Recruit adult volunteers for shared leadership of the group. Establish and support a student leadership group to plan meetings and events. Write or procure appropriate curriculum. Coordinate all Emerge activities.
- Plan and provide leadership for high school Sunday School on Sunday Mornings

- Assist the pastor with teaching weekly Wednesday confirmation classes (2 hours per week) Sub 2-3 times per year in pastor's absence. Teach Wednesday Lenten sessions.
- Coordinate and lead events and retreats, etc. for grades 7-12. Some examples include: coordinate PADS service nights, onsite and offsite retreats for Jr. and Sr. High School students. With the Board of Youth Ministries, coordinate chaperones for field trips, service trips, visiting other churches. With the Pastor and Music Director, schedule Affirmation of Baptism services.
- Implement and run 9th grade mentor program. Partner each 9th grade student with an adult mentor from the congregation. Coordinate 4 events for students and mentors throughout the year.
- Responsible for Prince of Peace participation in the ELCA National Youth Gathering every 3 years; oversee registration (with volunteer support), recruit youth and adult participants, and engage all participants in preparation for the gathering and fundraising.
- With Director for Discipleship, plan and execute all Stepping Stones related to Junior and Senior High Ministry

Other

- Attend and participate in monthly Board of Youth meetings
- Communicate with parents and students as needed by email, text, phone call, and the POP Student Ministries website.
- Conduct a leadership training session in the fall for all adult volunteers for Jr. & Sr. High Ministries (Emerge, Lay guides, mentors, etc)
- Manage the annual budget for student ministry in coordination with the Board of Youth Ministries.
- Respond with love and care to youth and youth leaders through supportive listening and prayerful encouragement
- Assume responsibility for additional tasks as mutually agreed upon with the pastor and Board of Youth Ministries
- Attend Weekly Staff Meetings

Core Competencies

- **Mission Ownership:** Demonstrates understanding and full support of the mission, vision, values and beliefs of Prince of Peace Lutheran Church (ELCA), a welcoming and affirming congregation; can teach those values to others.
- **Spiritual Maturity:** Has a personal devotional life of prayer and scripture reading. Models and develops humility, accountability, and servant leadership in all relationships. Has a passion that others may know Jesus Christ. Shares the grace of Christ through accepting and welcoming all.

- **Interpersonal Skills:** Effective, outgoing, self-starter who enjoys initiating and developing relationships; productively engages and resolves interpersonal conflict; holds others accountable in a spirit of love; engages people positively. Foster a spirit of enthusiasm which enhances faith. Maintains healthy boundaries and respects confidentiality.
- **Group Leadership Skills:** Effective leader and communicator in a large group setting; projects a sense of hospitality and joy; able to lead small groups in study and prayer.
- **Youth Ministry Skills:** Experience in youth ministry; familiarity with youth ministry resources and youth issues; able to teach from the Bible and other resources; comfortable in relating to teenage youth.
- **Management Skills:** Understands own leadership style and temperament type and adapts leadership behaviors to meet the needs of the situation. Delegates, empowers, and holds others accountable. Marshals' resources (people, funding, material and support) to get things done.
- **Organizational Skills:** Ability to manage the flow of work, meet deadlines, and schedule jobs so that they are done on time.
- All staff at Prince of Peace are expected to encourage and enhance a spirit of cooperativeness and grace with other staff, members of the congregation, and the community at large.
- All staff at Prince of Peace are expected to regularly attend worship.
- All staff agree to abide by pertinent sections of the Personnel Policy Manual.

Hours: The Youth Ministry position requires flexibility in hours available for work, including evenings and weekends. The position is a part time salaried position. The hours required during any given week are those needed to fulfill the responsibilities of the position and will vary at different times of the year. The expectation is approximately 20 hours per week. The position will be part time (average of 20 hours per week, plus trips and retreats).