

Director of Living IT Youth Ministry

A Collaborative Ministry of Immanuel & Trinity Lutheran Churches, Princeton, MN

Living IT Ministry Summary & Purpose:

“Living IT” is a youth ministry collaboration between Immanuel Lutheran and Trinity Lutheran Churches. The purpose of this ministry collaboration is to invite middle & high school youth and their families to encounter Christ by creating opportunities for those people to gather, to experience the love and presence of the resurrected Jesus Christ, and to grow in knowledge of, faith in, and service to Jesus.

Living IT Mission Statement: INVITE * ENCOUNTER * GROW * CENTER * SEND

Position Summary & Purpose:

The director of our Living IT youth ministry serves the general missions of Immanuel and Trinity Lutheran Churches by overseeing the planning, development, implementation, and evaluation of activities related to middle and high school youth and their families, with a special focus on confirmation curriculum and programming. The director works to enhance, inspire, and nurture these young people and their families in the Christian Faith.

Essential Responsibilities:

Build relationships in and among congregations and broader community:

- Develop positive relations with students, their parents and the members of the congregations
- Build a growing youth ministry in our community focusing on middle school and high school youth and their families
- Regular attendance and participation in worship is expected (minimum one Sunday per month attendance at each congregation). Model and encourage regular worship and devotional habits particularly among youth and families.
- Practice community outreach, tables at events, attendance at school open houses, etc.

Develop and oversee Living IT programming:

- Design, oversee, examine and send out curriculum for all Living IT youth programs, events and classes, including but not limited to:
 - Weekly middle school youth ministry activities related to joint confirmation. Specific areas of focus and oversight include recruitment of guides/mentors; weekly confirmation planning, including worship; activities connected to the week’s lesson; any needed supplies; and regular communication with guides/mentors; recruitment for the NEMN Synod Middle School Youth Gathering and Bible Camp.
 - Weekly high school youth ministry activities related to faith formation and practice— i.e., prayer, invitation, generosity, study of Scripture, service, encouragement, and worship.
 - Monthly high school youth ministry fellowship activities.
 - Summer and/or other special, annual middle & high school ministry events and activities, including high school-focused programs through Camp Onomia, the NEMN Synod High School Youth Gathering, and/or summer trips, Summer Stretch
- Establish annual goals, objectives, and plans to implement youth ministry strategies.
- Encourage the youth to get involved and provide frequent opportunities to do so.

Recruit, train and encourage adults, parents and youth for involvement in various ministries:

- Coordinate volunteers for activities and ministry opportunities
- Assist with development of Spiritual Growth opportunities - Confirmation and other small group ministries for youth, parents and families
- Promote and encourage participation in conference, synod and national events
- Promote and be involved in peer ministry training

Provide clear, effective, and timely communication with congregations for the success of programs and participation in them:

- Work with office staff to prepare/post/mail/distribute appropriate publicity for youth and family events and activities
- Write regular newsletter articles to publicize and highlight youth and family activity and events
- Provide an in-person Living IT update in Sunday service to each congregation once a month
- Assist with the development/maintenance of youth ministry web pages and social media presence

Coordinate with pastors, staff, committees, and councils:

- Act as staff resource person for the Living IT Board and the youth and family ministry boards of each congregation.
- Work with the Committees to plan, coordinate, and evaluate programs and events
- Attend monthly meetings: each congregation's church council; Living IT Board
- Provide monthly report to councils to be shared with the Immanuel Youth & Family Board and the Trinity Education Committee
- Attend weekly staff meetings at both Immanuel and Trinity, plus an additional Living IT staff meeting (with both Immanuel and Trinity pastors)
- Prepare written annual ministry reports and attend annual congregational meetings

Oversee youth-related administrative duties:

- Maintain an updated youth database (names, contact information, etc.)
- Monitor and maintain confirmation requirement records (service hours, sermon notes, etc.)
- Monitor, understand, and explain the youth budget and accounts.
- Manage youth events fees, create fundraising opportunities, and oversee those projects.
- Make sure youth spaces, craft areas, offices are organized, clean and safe
- Provide background check administration and record keeping for volunteers related to youth ministry

Accountability and supervision:

- The congregation's Pastors are the direct supervisor for this position
- Set office hours agreed upon with both Pastors
- Work a total of 40 hours a week with the understanding that these hours fluctuate based on youth events and will include some evenings, weekends, and holidays

Qualification & Requirements:

- A Christ Centered individual who feels called to the vocation of youth and family ministry
- Has prior experience and who has received training in youth ministry, volunteer coordination and other related areas of ministry
- Works collaboratively with key leaders to develop ministry:
 - Can relate well across generational lines
 - Skilled in leading small groups to promote faith development
 - Ability to work as a team player, cooperating with staff, Council, volunteers and parents
 - Ability to learn and adjust to new ideas and procedures and be flexible in work behavior
 - Shows interest in job; friendly and cooperative with coworkers and members of the congregations; accepts tasks willingly; works in a professional manner
- A self-motivated leader, capable of casting and imparting vision for ministry, youth, parents, staff:
 - Ability to lead by example
 - Exhibits creativity and ideas for youth outreach and programming
 - Seeks additional information and/or training to enhance ability to perform job expectations and sharpen skills and ability
 - Should be able to act with minimal supervision and provide guidance to church leadership in all areas concerning the youth
 - Self-motivating; resourceful and creative in job performance; strives to develop improved ways of achieving job expectations; willingness to lead and accept more responsibility when needed within scope of practice
 - Uses logic, good judgment and common sense in job performance and in relating to others
 - Ability to develop effective work relationships; capacity to express ideas clearly; attention to informing staff and church leaders/membership concerning job activities; maintains confidentiality
- Excellent organizational skills:
 - Ability to establish a schedule of tasks, to prioritize jobs, to accomplish work in a timely fashion and to utilize time in an efficient manner; records and work space are well-ordered
 - Reliability in performance of assigned tasks within allotted time; demonstrates conscientious work behavior; infrequent absences and plans for completion/coverage of job responsibilities when absent
 - Works accurately, neatly and with the attention to detail; work is of an acceptable standard

Compensation & Benefits:

This is a full-time salaried position with benefits in line with current NEMN Synod guidelines for non-rostered professional staff. Exact offer will be based on the education and experience of the candidate.