

Christ the King Lutheran Church (CtK) ELCA  
495 Florida Rd, Durango, CO, 81301  
Director of Youth Ministries (DYM)  
Prepared October 11, 2011

**Reports to:** Christian Education Director (Supervisor)

**Congregational Council Committee responsible:** Maturity Team of church council

**Time:** Approximately 20-25 hours a week

**Position Purpose:** To direct and lead youth programming for Middle School, High School, and College age youth. The DYM shall seek to foster Christian community through building relationships with young people that strengthen their commitment to the church and growth in faith in Jesus Christ.

**Responsibilities:** Subject to review and adjustment in conjunction with the Pastoral staff, Supervisor, the Council education Team (Maturity Team), and the Congregational Council (Council), when appropriate, the following constitute the major responsibilities of the DYM of CtK Lutheran Church.

- Encourage young people to participate in all facets of the life of the community of faith, including worship, choirs, educational opportunities, youth activities, synodical activities, summer camps and service projects, etc.
- Be a part of the worshipping community of CtK Lutheran Church on a regular basis, taking part in the means of grace.
- Meet regularly with supervisor as needed at a time mutually agreed upon. Attend weekly staff meetings, Maturity Team meetings, and any other meetings required by the supervisor
- Coordinate the educational program with other ministries of the congregation in conjunction with the Pastor and council.
- Be in contact with office staff and provide a timely and accurate schedule of Youth activities. Keep the congregation informed of youth events by coordinating the publicity for youth activities through the appropriate vehicles provided by the church (e.g. monthly newsletter, special mailings, posters, bulletin announcements, web page, etc.). Provide monthly reports to the Supervisor for the council and a year-end report for the congregational Annual Report.
- Manage the disbursement of budgeted funds for Youth Ministry within the guidelines of the approved budget and in adherence with the purchasing policies of the church.
- Provide for the keeping of administrative records (requested by the council and supervisor) needed to provide the Maturity Team and Council information needed for future planning. Such records would include but not be limited to: Individual fund-raising accounts, and files on fund-raisers, program activities for use in future planning (to include attendance, cost and adult volunteers and consent forms).
- Refer prospective families for membership and unusual circumstances where follow-up is appropriate.

**Examples of Job Duties**

- Plan and implement age appropriate activities for Middle and High School, and College age youth that promote community through fellowship, fun and faith development. Such activities might include; musicals and dramatic presentations, small group Bible study, retreats, service projects, mission trips, and Fort Lewis College campus programs. Trusted relationships would be developed with youth in the programs as spiritual mentor.
- Provide leadership for and function as the primary staff person relating to the youth ministry.
- Attend all youth events, as possible, including mission trips and retreats.
- Oversee the recruitment and training of adult volunteers to work with Middle, High School, and College age groups.

- Coordinate campus ministry events and be Ctk'.
- Work with the Maturity Team in preparation of an annual budget.
- Coordinate fund-raising activities that support special youth activities and trips.
- Promote Christian service through age appropriate service projects.
- Direct quarterly youth service.
- Work with Pastor, education staff, and Maturity Team to help develop and implement confirmation curriculum for middle school youth.
- Work with Pastor, education staff, and Maturity Team to develop summer camp for youth throughout area. Duties include marketing camp, registration, parent consent forms, recruiting volunteers for camp activities, follow-up with families after camp for greater church involvement.
- Other duties as assigned.

### **Position requirements**

- Commitment to Jesus Christ and demonstrates strong Christian faith and spiritual life and the desire to encourage youth in deepening their faith lives and becoming followers of Jesus.
- High School degree; some college experience preferred.
- Experience with fundraising events.
- Proficient in social media avenues, such as Facebook, Twitter, etc.
- Good interpersonal, communicative and organizational skills and the ability to work in partnership with staff, church leadership, parents, and volunteers.
- Can be a trusted mentor, showing sensitivity to the spiritual and emotional needs of the youth, and having the ability to listen and respond in a mature and helpful manner. Be available to youth for moral, spiritual support.
- The prospective DYM will review the child/adult protection policy of the church and agree to conform to it.
- The DYM will submit to customary background checks. Required: valid Colorado driver's license, absolutely no criminal history of child abuse or endangerment.
- Must be a member of a Christian church.

**Professional Development:** The DYM is expected to attend appropriate continuing education/networking opportunities as scheduled with the pastor and maintain regular personal study time.

**Working Conditions:** The position of DYM requires great flexibility in hours available for work, including after-school hours, evenings, and weekends. The position is a part time, hourly position (with overtime subject to preapproval) and while the compensation is based upon a projected 20-25 hours per week, the actual number of hours required during any given week are those needed to fulfill the responsibilities of the position. These hours may or may not be fulfilled at a desk. Furthermore it is recognized that the schedule may vary at different times of the year. It is therefore understood that the DYM shall:

- Maintain some regularly scheduled office hours in order to be accessible to youth, parents, staff and the leadership of the congregation.
- Keep the church office informed as to how the DYM can be contacted.
- Notify supervisor prior to all unforeseen and untimely absences from regularly scheduled events, and provide a suitable substitute in the case of anticipated absence (meetings excepted).
- In the case of extended time away from the office arrange to receive messages, voicemail and email.
- Be familiar with and operate within the church office policies and procedures.

- Be on site 30 minutes before and 30 minutes after Sunday School (unless otherwise scheduled by supervisor).

**Congregational Support:** CtK Lutheran Church values its brothers and sisters who have received a call to support and nurture the faith of our young Christians. We therefore on our part will:

- Encourage, pray and support you as a leader in this congregation.
- Support you with a salary package competitive with similar positions in the area.
- Review the terms of your employment on an annual basis.
- Office space, phone, computer, voicemail, email, Internet services, duplicating and secretarial support is provided by the congregation for work related to this position. Supervisor must approve continuing education.
- Provide compensation plan, reimbursement for Continuing Education, some reimbursement of mileage expenses.
- The prayers, love, concern, and personal support for the sake of the ministry entrusted to you by God and for our ministry together in Christ's name.

**Desirable qualifications:** Since the DYM plays a major role in the faith development of the younger members of the church, both as a leader, and as an example, CtK seeks a professional leader who has a solid understanding of the foundations of the Christian faith, Lutheran tradition and who has a strong desire to nurture young people in the Christian faith. We seek a person who generates new ideas and programs and a person who values a team concept of ministry. Therefore the following qualifications *are desirable*.

- Have Youth and Family Ministry, Education or significant experience in Youth Ministry.
- The ability to work with youth and adults.
- Familiar with Luther's Small Catechism.
- Good organizational skills and office computer abilities, such as MS Office.
- Demonstrate long-range planning and follow-through skills.
- Be able to relate effectively to staff as well as volunteers.
- Be a good listener with a positive attitude, showing qualities of patience and flexibility. Is personable, enthusiastic and creative.
- Be organized and attentive to details.
- CPR certified.

**Contact:** Apply by sending a letter of interest with resume to: Pete Olson, Administrator, Christ the King Lutheran Church, 495 Florida Rd, Durango, CO 81301 or churchadmin@ctkdurango.org. Questions? Contact Mandy Gardner at 970-247-5310 or christian.ed@ctkdurango.org.