

---

**LUTHERAN CHURCH, ELCA**  
Job Description

**JOB TITLE:** Director of Youth & Family Ministry

**REPORTS TO:** Pastor

**PERFORMANCE APPRAISAL:**

At least annually by pastor, with input from the Congregation Council and Council on Youth and Family.

**GENERAL:** The development of the faith commitment and leadership ability of the youth of the church is of paramount concern to the congregation. The Director is a professional partner on the congregation's program staff, bringing specialized training and experience to this ministry. Working to draw other adults into mentoring and leadership roles, the Director seeks to build and ongoing Youth and Family Ministry within the congregation through meetings, activities, and projects.

**RESPONSIBILITIES:**

1. Work in close coordination and communication with the Pastor, the Youth and Family Chairperson and the other mission councils to integrate the youth and family ministry into the overall ministry of the congregation.
2. Work together with the Council on Youth and Family Ministry to carry out the Youth and Family Ministry Mission Statement, and to continue to work with the Councils Ministry Teams in order to strengthen ministry programs for high school, junior high, pre-teen age groups and family ministry.
3. Participate actively in worship, learning, and the overall life of the congregation, modeling exemplary Christian behavior and lifestyle.
4. Develop personal relationship with youth and parents, and with adult youth leaders.
5. Apply effective organizational skills, competently delegating tasks to others. Also communicate well with others in the exercise of responsibilities.
6. Promote and actively participate as a partner in the youth ministries of the ELCA, the Synod, the Cedar River Conference and the Cedar Falls community.
  - Utilize the Northeast Iowa Synod staff as a tool and link for ministry to the ELCA and to other Youth and Family Ministry staff within the synod and the local area.
  - Strengthen the knowledge and participation of senior high youth with LYO.
  - Strengthen interaction between Bethlehem Youth & Family Ministry and the Cedar River Conference.
7. Promote the programs of Lutheran Lakeside Camp and Camp EWALU and increase awareness of the programs of study of colleges and universities of the ELCA.
8. Work together with the Pastor and other staff to enhance youth participation in music, learning, service, and support ministries of the congregation.
9. Be vigilant in securing the health and safety of all youth program participants at all times, working with appropriate age groups to develop effective policies for group life, and creating an open, safe, and comfortable environment for youth.
10. Engage in appropriate continuing education in cooperation with the Ministry Partnership Committee. Also help members of the Youth and Family Ministry Council and the congregation make better use of current resources and continue to find new and relevant resources.