

# St. Paul's Lutheran Church

Administration and Governance Ministries: Human Resources

Ministry Position Expectations and Descriptions: Director of Student Ministries

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## *Purpose of Student Ministries:*

1. To lead students and develop age-appropriate activities that promote community and faith development.
2. To meet the spiritual, social, and emotional needs of students.
3. To create a safe environment for students to experience a supportive peer group and larger inter-generational community in a way that encourages questions and connection.

*Job Title:* Director of Student Ministries

## *Reporting Relationships:*

- Directly reports to the pastor
- Indirectly reports to Church Council

## *Position Overview:*

The Director of Student Ministries assumes the responsibilities to care for the spiritual formation for students (7<sup>th</sup> – 12<sup>th</sup> grades) and to make disciples of Jesus Christ by partnering with parents, building authentic relationships with students, and encouraging other caring adults to do the same. By overseeing a high-quality, diverse, and engaging ministry, the Director of Student Ministries leads opportunities for students to be transformed by the Holy Spirit – giving them a firm Christian foundation for their futures.

## *Responsibilities & Duties:*

1. Build authentic relationships with students, parents, and other leaders that participate in Student Ministries.
  - a. Help students build authentic relationships with each other.
  - b. Assist students to work through healthy conflict, striving to become a healthy community.
  - c. Be available for guidance and counseling for students on an as-needed basis.
  - d. Communicate and partner with parents through parent meetings and newsletter articles.
  - e. Develop and recruit adult and youth volunteers who can provide relational connection, mentoring, and assistance with events.
2. Support a welcome atmosphere.
  - a. Coach students on how to be hospitable and inviting.
  - b. Encourage students to invite friends – even those who have different beliefs.
3. Create a passion for worship.
  - a. Create the passion at St. Paul's through innovative and new worship styles.
  - b. Encourage students to participate in worship at St. Paul's and coordinate and/or schedule, as well as train in the following areas.
    - i. Acolytes
    - ii. Readers
    - iii. Communion Assistants
4. Care for the faith development of students.
  - a. Teach Confirmation class once a month (Sept. through April)

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- b. Assist and help organize the High School Sunday School Class and assist with finding appropriate curriculum and lesson plans.
- c. Work with the pastor in organizing Sunday morning student educational opportunities.
- d. Fill in with student education if there is an emergency.
5. Focus beyond the walls of St. Paul's in how we serve and reach out to those in need in our community.
  - a. Plan, coordinate, and attend the Summer Mission Trip.
  - b. Participate in community service projects.
  - c. Plan and coordinate youth retreats and outings
6. Approach ministry with a heart of extravagant generosity.
  - a. Provide ways for students to understand how to be good stewards of money and that giving to the church is giving back to God.
  - b. Help students discern their God-given gifts and how they are able to use those gifts for ministry in the world.
  - c. Encourage students to care for God's creation.
  - d. Promote health – physical, emotional, spiritual.
7. Perform other administrative duties as needed
  - a. Attend monthly staff and other team meetings, as needed.
  - b. Communicate to the congregation by writing the Annual Report on the Student Ministry.
  - c. Work and communicate well with other staff members.
  - d. Provide brief written submissions to the monthly congregational newsletter.
  - e. Work with the Student Ministry Team to plan, evaluate, and vision for the Student Ministry.
  - f. Plan and execute an annual budget.
8. Other duties as assigned

#### *Required Qualifications:*

- Experience working with and/or teaching youth.
- Strong desire to be around and work with youth.
- Strong organizational and interpersonal skills
  - Ability to plan, coordinate, and lead events.
  - Ability to create and follow a budget.
  - Ability to recruit, engage, and delegate with parents, youth, and other volunteers.
- Able to contribute to an environment that is team-oriented and encouraging.
- Ability to conceptualize/verbalize their work as ministry.
- The ability and willingness to undergo and pass background checks as required. These are completed for all newly hired team members, as well as done periodically throughout employment with St. Paul's Lutheran Church. Failure to pass any background check shall be grounds for St. Paul's Lutheran Church to terminate employment immediately.
- Unrestricted authorization to work in the United States, completion of related employment and appropriate income tax forms.
- The ability to produce three professional references, upon request.

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## *Desired Qualifications:*

1. Post-high school education (college degree, certificates, etc.) related to education, youth, or a related field.
2. Prior experience leading youth ministries.
3. First aid/CPR certification.
4. Automobile driver's license

## *Position Hours, Compensation, Benefits:*

1. Approximately ten (10) hours per week, mostly on weekends/evenings
2. Salaried – Exempt
3. Rate = \$625/month (\$7,500 annual)
4. No additional benefits

## *Note:*

The above position description and the duties stated are not intended to be an all-inclusive list. Additional duties and responsibilities may be assigned from time to time as emergencies and other situations dictate.

## *About St. Paul's Lutheran Church:*

### *Our Vision and Mission:*

We believe that God has called our community to be about *transforming lives for Christ* through six *Faith Practices*: Authentic Relationships, Radical Hospitality, Passionate Worship, Intentional Faith Development, Risk-taking Service, and Extravagant Generosity.

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### *Our Core Competencies:*

We look for individuals to join our ministry team that have the following core competencies:

1. Self-Guidance, Self-Motivation, Resourcefulness, and a Problem Solver.
2. Professionalism, Integrity, and an understanding to be a Representative of St. Paul's Lutheran Church, as well as an Ambassador for Christ in the world.
3. Faithfulness, Respectfulness, and Humbleness.

### *Our Team Approach:*

We believe that we need each other. We are better together than we are alone. The desire and ability to be a team player is the principle criteria when bringing together an effective and supportive ministry staff team. In keeping with this principle, all staff team members are held accountable to the following eight (8) values, as we strive to build a team for ministry in Christ's name.

1. Authentic Relationships: We believe that all people are created in the image of God and deserve our honor, respect, and understanding, not our judgment and condemnation.

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Working together as a team is a gift of God and an expression of authentic relationship that is grounded in Christ's love.

2. **Total Trust:** We always seek to behave in ways that earn the trust and respect of others and to act in ways that communicate that we trust each other - totally.
3. **Open Communication:** We continually share information with each other that pertains to ministry. We strive to keep all team members in the loop and to talk things through until mutual understanding is reached.
4. **Healthy Conflict Resolution:** We do not avoid conflict but seek a resolution as quickly as possible with direct communication between those involved. We always seek to realize the potential creativity that can result from healthy conflict.
5. **Cooperation and Collaboration:** We avoid unhealthy competition and actively seek ways to cooperate for the sake of our vision and mission. We intentionally use our particular gifts to complement the gifts of others for a more effective shared ministry.
6. **Innovative Creativity:** We encourage creativity and innovation in each team member and are willing to take risks in experimenting with new ways of being in ministry.
7. **Collective Recognition:** We do not single out anyone for special honors but reward the total team effort and recognize with expressions of gratitude the contributions of all.
8. **Accountability:** We hold ourselves accountable to each other with respect to these values in the spirit of Galatians 6:1. *My friends, if anyone is detected in a transgression, you who have received the Spirit should restore such a one in a spirit of gentleness.*

#### *Our Responsibilities:*

As a ministry staff team, employed by the entire congregation, we have certain over-arching responsibilities.

1. To support the vision and mission of St. Paul's Lutheran Church.
2. To accomplish the essential functions of each of our positions with integrity.
3. To maintain confidentiality of all information pertaining to St. Paul's Lutheran Church.
4. To be good stewards of the resources we have been entrusted to care for.
5. To use our God-given gifts to glory of Christ and Christ's church.
6. To take care of ourselves – physically, emotionally, and spiritually.
7. To seek peace, justice, and unity in all that we do and say.