



LIVING WORD CHURCH

LIVING GOD'S WORD, SHARING GOD'S LOVE.

Director of Youth Ministry (Full Time)

The **Director of Youth Ministry** is responsible to create, plan, and lead programs designed to nurture and educate Living Word middle school and high school youth (grades 7-12), encouraging them to be rooted in scripture, growing through worship, prayer, study, fellowship, and service; joyfully proclaiming Jesus Christ as their Lord and Savior. Ministry programs currently include, but are not limited to, high school Ignite and middle school Confirmation.

Responsibilities:

- General
 - This is a full-time salaried position with 40 hours per week.
 - The typical work schedule is Sunday to Thursday. Evening and weekend work is expected when programs require it, with hours flexed with the rest of the week.
 - Reports directly to and receives guidance and support from the Associate Pastor, meeting weekly to communicate and pray with them. Meets monthly with the Lead Pastor to receive guidance, communication, and prayer.
 - Attends weekly staff meetings (Tuesdays), weekly staff Bible Studies (Thursdays), and annual staff retreat/planning days.
 - Maintains daily devotional time and participates in ongoing professional development in knowledge of materials, methods, and techniques.
- Youth Ministry
 - Under the supervision of the Pastors and with support from the Youth Ministry Board, create and present the plan of action for youth programs while ensuring a balance of service, education, accountability, and fellowship.
 - Research and select appropriate curriculum, resources, materials, and supplies.
 - Serve as the staff liaison to the Youth Ministry Board, calling and attending monthly meetings, creating agendas, preparing budget documents, writing annual reports, and ensuring meetings are documented in minutes.
 - Manage the youth ministry's budget, keep accurate records, and ensure compliance with safety protocols, such as the Child Safeguarding Procedure.
 - Maintain regular communication with parents and church staff about upcoming events and the direction of the ministry.
 - Organize and lead weekly youth group (Ignite) as scheduled.
 - Administer the confirmation program, preparing and organizing schedules, ordering supplies, preparing curriculum, sending parent communications, and occasionally leading in the pastor's absence.
 - Have a positive working relationship with the church pastors, staff, small group leaders, other volunteers, and the congregation.

- Recruit, train, and empower a team of adult volunteers to assist in the youth programs.
- Meet one-on-one with middle school and high school youth for relationship building and discipleship.
- Create a safe, welcoming, and engaging environment for youth.
- Special Youth Opportunities
 - Plan, promote, and attend fundraisers, retreats, camps, weekly activities, youth Bible studies, and mission trips.
 - Attend area school events youth are involved in as able (i.e. FCA, sporting events, or other extracurriculars).
 - Establish a regular opportunity for all youth to serve others.
- Church Bus
 - Be willing to drive the church bus to transport congregants, especially youth and children, as the need arises and the occasion calls for.
 - Obtain Class C Commercial Driver's License within the first year of hire, which is required to drive the church bus, with all expenses paid by the church.
- Young Adult Ministry
 - Lead and be fed by taking part in the weekly young adult life group.
- Other duties as assigned and detailed in performance standards for the position.

Qualifications:

- Bachelor's Degree preferred.
- Youth Ministry experience preferred.
- Ability to pass a background check.
- Strong ministry gifts and excellent verbal and written communication skills required.
- Knowledgeable with computers and able to be trained to use church software.
- Ability to initiate and maintain supportive relationships and a Christian lifestyle that can serve as an example to youth and families.
- Biblical Literacy and alignment with Living Word's Statement of Faith.

Application Process:

Please promptly return a cover letter, resume, and completed Employment Application, to office@livingwordmarshall.org. The deadline to apply is Wednesday, November 12.