

## **DIRECTOR OF YOUTH MINISTRIES**

Reports to: Rector  
Effective: October 1, 2021  
Directly Supervises: Volunteers assisting with youth activities;  
Youth Intern  
Status: Full-Time or Part-Time, to be negotiated  
between the Rector and the Youth Director  
FLSA: Exempt

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St. Luke's is called to illuminate San Antonio with the light of Christ  
through  
transformative education for people of all ages,  
compassionate care for every member of our community,  
and inspiring worship and music in the Episcopal tradition.

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### Youth Ministries at St. Luke's Church

St. Luke's Church seeks to nurture its young people in grades 6-12, helping them to grow spiritually, to understand that they are beloved children of God, and to know that they have an important place in the Christian community. A thriving Youth Program will:

- Support the developing relationship that young people have with Jesus Christ and equip them with a moral compass that will serve them on their journey to adulthood.
- Emphasize the importance of relationships that young people have with each other, with God, and with others.
- Instill in young people a spirit of discipleship and a desire to serve and make a difference in the larger community.
- Connect young people with the larger church through collaboration with other San Antonio-area Episcopal churches and with youth ministries in the Diocese of West Texas.
- Provide opportunities for young people to develop leadership skills.

### Job Summary

The Director of Youth Ministries will oversee the ministries that serve the 6<sup>th</sup>-12<sup>th</sup> graders of St. Luke's Episcopal Church. The Director of Youth Ministries will work with the Rector, parish leaders, and stakeholders to ensure that the various components of the Youth Program serve the mission of St. Luke's Episcopal Church.

### Essential Functions

- Builds relationships with youth in ways that help foster faith development, spiritual maturity, and community.
- Oversees and coordinates the development and implementation of various components of the Youth Program, including weekly faith formation offerings during the Sunday School hour, a weekly youth group program (currently Wednesday evenings), confirmation classes, and occasional retreats and mission trips.
- Develops and effectively manages the Youth Ministry budget.
- Collaborates with church staff, youth leaders at the diocesan level, and with youth leaders at other parishes, schools, and youth organizations.

- Communicates with youth, their parents/guardians, sponsors, staff, Vestry and the Rector, and publicizes all youth events to the parish, making use of social media and the church's various print and electronic publications.
- Recruits and trains adults to sponsor youth ministry.
- Encourages youth participation in all aspects of church life (e.g. worship, outreach, fellowship events).
- Interfaces with the student and parent population of St. Luke's School, when appropriate.
- Plans and executes fundraisers which might enhance the church's youth program.
- Provides individual and group pastoral care as needed, including with families when appropriate.
- Participates in, and encourages youth to participate in, Diocesan youth offerings.

#### Other Responsibilities

- Contacts prospective youth members and their parents/guardians.
- Participates in weekly church staff meetings and other planning meetings as requested by the Rector.
- Attends activities at youth's schools and celebrate their achievements, as possible.
- Ensures that the Youth Program is compliant with church and diocesan Safeguarding God's Children requirements.
- Works with Director of Family and Children's Ministries to develop synergies between offerings for children and youth, and to tend to the children who are aging into youth ministries.

#### Minimum Qualifications

- Bachelor's degree preferred but not required.
- Previous youth ministry experience preferred but not required.
- A grounding in the Christian faith and the ability to facilitate a discussion in Bible study.
- At least 21 years of age.
- Satisfactory completion of Safeguarding God's Children training, background check, and drug screening.
- Knowledge and skills in the appropriate use of social media and basic Microsoft and Google-based productivity tools.

#### Physical Requirements

- Able to speak in various types of public forums.
- Able to monitor activity of youth during church-sponsored activities.

#### Core Competencies

- **Organization.** Can gather and organize resources; orchestrate multiple activities at once to accomplish a goal; utilizes resources effectively and efficiently.
- **Volunteer Development.** Is able to identify and recruit capable people into positions of responsibility; delegates appropriately; maintains open and active dialogue with volunteers; communicates expectations clearly and holds people accountable.
- **Interpersonal Relationships.** Can empathize with young people; builds effective and constructive relationships; is regarded as a team player.

- Collaboration. Can work with staff, parish leaders, and stakeholders in the congregation to develop plans, strategies, and goals. Can network with others in the community (including members of the Diocese, other congregations, and other youth organizations and programs) on efforts that build up the church's youth program.
- Initiative. Focuses on results and desired outcomes and how best to achieve them. Uses an entrepreneurial and self-starting spirit to pursue goals.
- Time Management. Works hard and is able and willing to focus time on tasks that contribute to the Youth Program's goals; uses time effectively and efficiently; plans and organizes appropriately for church, staff, and congregation schedules; values time and respects the time of others; concentrates efforts on the most important priorities; can appropriately balance priorities.
- Verbal and Written Communication. Is able to deliver a message clearly, whether spoken or written; demonstrates communication styles appropriate to the situation at hand; employs correct grammar, punctuation, and patterns of speech.
- Creativity and Innovation. Generates new ideas; makes new connections among existing ideas to create fresh approaches; takes acceptable risks in pursuit of innovation; learns from mistakes; has good judgment about which creative ideas and suggestions will work.