

Part Time Youth Director Job Description (averaging 15 hours/week)

Objective: Facilitate the spiritual growth of St. Luke's youth in Christ. Strengthen connection of St. Luke's youth to and their participation with the St. Luke's community through Middle School and High School years by growing and strengthening Youth Groups.

Vision for the youth director and the youth groups: We believe that a successful youth ministry would involve growing the average number of students in each of the two groups (Middle and High School) to more than the average of each over the past two years. These groups would include youth in the parish who do not presently attend youth group and others not presently involved with the parish at all. The youth director would be active in developing strong relationships with the youth and engaging them in matters of faith, connecting them to the church and assisting them in spiritual growth in Christ.

Goals:

- Evaluate strengths and weaknesses of current Middle and High School Youth Group programs
- Design year long program for each group which increases the number of youth who regularly participate, without alienating current participants
- Plan age appropriate activities and discussions which foster strong relationships between youth participants. Discussions should encourage the Youth to take ownership of their own journeys, as age and maturity allow. Care must be taken to acknowledge the wide range of readiness for such discussions
- Develop a network of adult volunteers to support activities and ensure continuity
- Coordinate with Children's Ministry Leader to ensure smooth transition into Middle School Youth Group
- Plan appropriate transition for Youth moving from Middle School Group to High School group to ease transition and integration.

Responsibilities & Expectations:

- Build relationships with teens in the parish and the community
- Be a presence at teen activities such as sporting events, drama performances and music concerts
- Lead both Middle School and High School Youth Groups
- Plan, lead, participate in regular "outings", lock-ins and activities with both groups
- Identify, recruit and train adult volunteers as needed to support and co-lead both groups
- Plan and lead at least one overnight (duration TBD) outing per year for each group and at least one Summer mission trip.
- Be present at least every other Sunday morning to participate in worship, meet people, lead programs for youth and to ensure integration into the broader St. Luke's community
- Recommend Youth budget and work within approved budget
- Attend staff meetings regularly and meet individually with the Rector twice a month to ensure Rector's is aware of progress against goals and able to offer guidance as warranted
- Attend required diocesan programming, such as sexual awareness training and adhere to diocesan policies and guidelines.

Preferred experience:

- Formal training in Youth Ministry and Professional Youth Ministry experience

Addendum

St. Luke's Youth Director Description of Specific Tasks Done by Previous Youth Director (specifics are negotiable)

Plan Weekly Youth Meetings

Plan and lead academic year weekly meetings:

1. Bible study lessons/discussion curriculums for Jr. High and Sr. High
2. Games
3. Organize, or delegate the organization, of a volunteer dinner rotation for Jr. High meetings and parent chaperones.
4. Occasional excursions: movie night, bowling, wallyball, scavenger hunts, dinner and a show, concerts, retreats
4. Outreach opportunities: i.e. October's Hunger Walk for the CSK of Morristown, visit to Bryan Manor, Seafarer's Institute
5. Bring in parishioners, or other guests, to share their unique gifts and experiences.

Plan and lead occasional summer meetings (June- August)

1. Find host family for pool party
2. Include one trip to Dorney Park or Great Adventure

Other Activities

October CSK of Morristown Hunger Walk

1. Communicate with Julie Hess, the Hunger Walk coordinator, to line up a presentation to youth or parish.
2. Rally youth into a team
3. Distribute forms, and participate with youth on the Sunday afternoon walk.
4. Arrange for lunch between worship service and walk, and carpooling.

November Christmas Fair: Children's Games co-chair

1. Organizes youth group volunteers to set up, run, and strike game booths and prize tables. Items are stored in the storage shed by the Rectory. Games and left over prizes are stored in plastic containers to keep the mice away.
2. Communicates with Fair chairperson.
3. Organizes youth group activity in the fall to add something new to the fair- i.e. puppet show, skit, new games, face painting, etc.
4. Purchases prizes for Children's Games, submits receipts to PLG
5. Sells tickets throughout fair, oversees youth, and cleans up from 8:30 am – 4:30 pm on fair Saturday.

January/February Shrove Pancake Dinner

1. Organizes youth group volunteers
2. Communicate with PLG for food and supplies. Wait until after annual meeting, if possible, as PLG changes membership.
3. Posts sign up on events bulletin board, submits for church bulletin
4. Communicates table set up with parish administrator.
5. Set up, collects proceeds, and helps clean up of the dinner

May Auction

1. Encourage youth to sign up with service donations
2. Communicate with Auction chairperson

Overnight Responsibilities:

1. Youth Conferences (February and March work best)

2. Lock-in at St. Luke's (Maundy Thursday- Good Friday works best)
3. Summer Mission Trips
4. Possible Youth Ministry Training Conferences

Anne's Garden 10 am outdoor services in the Summer:

1. Work with Betsy LeVela, leading services.
2. Prepare lessons and activity for children ages 2 – 12.

Sunday Morning Programming for Jr. and Sr. High Youth

1. Salt and Light IMPACT meets in the Youth Room at 10:59 am
2. The group connects Scripture with faith in action taking church outside our walls.

Other Meetings with Youth

1. Meet in a public setting, such as a coffee shop
2. Support extra-curricular activities in public setting

Communication

1. Email
 - a. Weekly emails to remind families of current events, and highlight upcoming events
 - b. Gives "heads up" for service related activities and sign ups
 - c. May include spiritual thought and related Scripture
 - d. Requests RSVP for dinner meetings
 - e. Responds to individuals with questions, prayer requests, ideas
 - f. Dinner volunteer rotation
2. Facebook Group Posts
3. St. Luke's Website
 - a. Communicate Calendar
 - b. Provide overview of Youth Ministry
 - c. Include photos, with permission from parents
4. Brochures for Youth Ministry
 1. Design, compose, and proof brochures for new season.
5. Youth Bulletin Board
 - a. Shows calendar schedule
 - b. Posts concert/event fliers
 - c. Post sign up sheets, as needed
 - d. Post pictures, song lyrics, quotes
6. Sunday bulletin
 - a. post for weekly meetings, special events, volunteer needs
7. Carillon
 - a. Mid-month deadline for Salt and Light page
 - b. Consists of schedule and highlights special upcoming events.
 - c. May have a newsletter
8. Meetings with Rector, and Staff
9. Parent Meetings
 - a. mission trip
 - b. other
10. Phone calls and Text messaging
11. Mailing letters
12. Registration, Questionnaires
13. Possible preaching opportunities
14. Writing letters of recommendation for high school seniors.

Fund-raising

1. Plan and implement fundraising for summer mission trips, special excursions, or unique projects outside of general operating costs.
2. Keep track of funds through spreadsheet
3. General fundraising rule is 1/3 out of pocket, 1/3 fundraised, 1/3 parish support.
 - a. Average “Driveable” Summer Mission Trip expense for 12 – 16 people is approximately \$4500.
 - b. Previous Fundraising Events
 - i. Cell phone collection, with the help of Bill Sansalone
 - ii. Poinsettia sale, Great Swamp Greenhouse
 - iii. Scrub and Serve Day, hourly sponsorship of students’ clean up work
 - iv. Carwash
 - v. Movie Night
 - vi. Cookie Dough Sale
 - vii. Flower sale around Mother’s Day
 - viii. Book Sale during Lent, unused may be given to VNA Rummage Sale
 - ix. Pancake Dinner Proceeds
 - x. Scrip Sale (gift card fundraising), with help of Val Szkodny

Continuing Education in Youth Ministry

1. Sexual Misconduct Awareness Training every 5 years
2. Possible Youth Ministry Training Conferences
3. Diocesan Training Opportunities in Trenton