

# LAKE GROVE PRESBYTERIAN CHURCH

## JOB DESCRIPTION

**TITLE:** Director of Youth and Family Ministries

**CLASSIFICATION:** Full-Time 40 hours per week – Exempt

**REPORTS TO:** Lead Director of Discipleship and Pastor of Congregational Care

**POSITION SUMMARY:** We are seeking a highly relational, responsible, and passionate individual to develop intergenerational relationships within our congregation, manage and train a team of volunteers, and direct our weekly youth programs. The Director is responsible for providing a radically hospitable environment for our youth and their families, offering pathways for spiritual development, and maintaining regular contact with youth and their families. This role includes facilitating intergenerational mentorship opportunities within the congregation, leading youth and families toward Christ through spiritual disciplines and practices, while shaping the space into an irresistibly relational environment in which youth and their families are invited into Christian worship and discipleship. This is a team ministry.

### **ESSENTIAL DUTIES AND FUNCTIONS:**

- OUTREACH:
  - Lead middle school youth group, high school youth group, and Sunday morning Youth Gatherings, as well as occasional special events and services.
- DISCIPLESHIP:
  - Plan and coordinate games and activities to provide hospitality and a sense of belonging to our students and families.
  - Serve as a safe presence and sustain complex and compassionate conversation on issues of gender, sexuality, and diversity.
  - Provide direction, mentorship, and training to students who take part in youth ministry.
  - Train volunteers regarding spiritual formation and mentorship of students and families.
  - Attend & actively participate in required LGPC and Discipleship meetings.
- PROGRAM MANAGEMENT (coordination, programming, communication):
  - Deliver weekly communication to families and students.
  - Recruit, train, and manage volunteers for youth program leadership, partner with Elder of Volunteers.
  - Prepare an environment for ministry, including maintaining stock for drinks/snacks, resetting the youth room, etc.
  - Plan lessons for youth groups, devotionals, and Confirmation classes with assistance from curriculum.

- Develop and implement plans for retreats, camps, mission trips to spiritually nourish and enrich the lives of students and their families.
- Create intergenerational outreach opportunities.
- Other
  - Follow and support the “The Constitution of the Presbyterian Church USA, Part II, Book of Order” (Current addition).
  - Follow and support Lake Grove Presbyterian Church’s polity, goals, rules, policies, and procedures.
  - Complete other duties as assigned by your supervisor.

### **EDUCATION AND EXPERIENCE:**

- Youth Ministry Experience required.
- Ministry/Bible/Theology Degree preferred.
- Ability to play guitar or piano, and lead in singing preferred.

### **PROFESSIONAL AND PERSONAL QUALIFICATIONS:**

- A faithful relationship with Jesus Christ and commitment to the local church
- Vocation expressed through ministry to youth and families.
- Relational - friendly, warm, and welcoming; ability to remain in relationship in disagreement or difficulty.
- High emotional intelligence.
- A heart for young people and youth ministry; a playful disposition.
- Team player, flexibility in working with a variety of personality types.
- Detail-oriented, and ability to problem solve and manage and prioritize multiple tasks.
- Excellent communication skills, both verbal and written; proficient in MailChimp, Canva, Google & Microsoft Office software, and Social Media platforms.
- Interested in adapting spiritual practices and disciplines to the needs and constraints of busy students and families.
- Willing to engage with a wide stream of Christian traditions/denominations, while remaining distinctly Reformed and Presbyterian in approach to Scripture, beliefs, and practice.

### **ACCOUNTABILITY:**

Lake Grove Presbyterian Church believes in supporting our staff through clear expectations, regular feedback, and compassionate coaching. This position participates in our performance management system designed to foster both ministry excellence and personal growth. Success in this role will be evaluated across four key areas:

- 1. Outreach & Engagement (30%):** Youth participation growth, new family connections, special events execution
- 2. Discipleship & Spiritual Formation (30%):** Spiritual growth outcomes, mentorship relationships, family engagement
- 3. Program Management & Leadership (25%):** Volunteer recruitment/retention, communication effectiveness, organizational excellence
- 4. Collaboration & Teamwork (15%):** Cross-ministry partnerships, congregational integration

Specific measurable goals will be collaboratively established during onboarding and reviewed regularly throughout the year.

**PHYSICAL REQUIREMENTS:**

The conditions listed are representative of those that must be met by a team member to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- **Environment:** Office setting and youth rooms
- **Physical:** Sufficient physical ability to work in an office setting and operate office equipment. Ability to arrange and organize youth rooms, furniture and materials, get up and down off the floor with ease. Occasional lifting up to 50lbs.
- **Vision:** See in the normal visual range with or without correction, vision sufficient to read computer screens and printed documents
- **Hearing:** Hear in the normal audio range with or without correction.

**RELATIONSHIPS:** Collaborates with all Discipleship Program staff, Music staff, Communications staff, church families and support staff.

**Job Type: Full-time**

**Benefits:**

- 401(k)
- Dental insurance
- Health insurance
- Life insurance
- Paid time off
- Parental leave
- Professional development assistance
- Retirement plan
- Vision insurance