



HOUSE OF HOPE  
PRESBYTERIAN CHURCH

**Position Description**

**Job Title:** Director of Youth and Family Ministry  
**Reports To:** Associate Pastor  
**FLSA Status:** Exempt  
**Date of Last Revision:**  $\frac{3}{4}$  Time (30 hours per week)  
August 2020

**PURPOSE:**

The House of Hope Presbyterian Church (House of Hope) in Saint Paul, MN is seeking a Director of Youth and Family Ministry. Founded on hope, and charged by faith and Christ's example, we feel called to think deeply, act justly, and live wholeheartedly as agents of renewal in our uncertain world. We are a faithful home for those seeking spiritual nourishment, intellectual challenge, and active discipleship. Music and arts are integral to our faith and worship. House of Hope is committed to equip our middle school and high school youth (grades 6 to 12) with the skills needed to navigate their faith and culture through service, spiritual formation, music, arts, social activities, and intergenerational fellowship.

**YOUTH MINISTRY IN A TIME OF COVID-19—REMOTE WORKING ENCOURAGED:**

As long as the church continues to operate under safety guidelines to prevent the spread of COVID-19 much of this job may be done remotely. The Director of Youth and Family ministries will still be expected to coordinate occasional physically distanced events for youth and their families and to attend required staff events. As the church is able to transition out of COVID-19 protection protocols more time will be expected onsite.

**ESSENTIAL ACCOUNTABILITIES:**

The Director of Youth and Family Ministries will create, coordinate, and sustain (1) opportunities for youth and their families to grow in faith and share God's love and (2) opportunities for the entire congregation to be in ministry to and with youth and their families. Administrative, programmatic, and relational responsibilities will include:

**YOUTH MINISTRY**

- In association with staff and lay leaders, sustain, develop, and create ministry programs with and for youth that provide for their spiritual needs and Christian formation.
  - Including regular education, fellowship, service, confirmation, summer activities, and other enrichment opportunities for middle school and high school youth.

- Recruit, train, schedule, nurture, and communicate with the volunteers and leadership teams around areas of middle school, high school youth and related groups.
- Serve as primary staff liaison to the Youth and Family Ministry Committee.
- Partner with the Director of Administration to ensure all policies related to children and youth are documented.

### **Family Ministry**

- Provide intergenerational encounters for members of the congregation (of all ages) to connect/ build relationships with youth and their families in the wider community.
- Promoting youth and intergenerational ministries using diverse communications.
- Partner with the Director of Children and Family Ministry, Choir School Director, and other relevant ministry areas to develop opportunities for fostering community among families in the church.
- Identify, welcome, and help incorporate new families into the life of the church.

### **GENERAL RESPONSIBILITIES**

- Maintain a supportive relationship with youth and their families, providing referrals when special pastoral care is needed.
- Work collegially with the Associate Pastor, the Director of Children and Family Ministry, and the Choir School Director to provide an overall vision for ministry with youth.
- Prepare and monitor annual budgets with the Youth and Family Ministry Committee for areas under supervision.
- Attend weekly staff meetings, Sunday and Wednesday programing, mission trips, retreats, and other youth related activities.
- Work closely with communications staff to ensure timely and regular sharing of information with the congregation, volunteers, and family.
- Work closely with the Director of Children and Family Ministry and the Choir School Director to coordinate programs, schedules, etc.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- A willingness to operate within the Presbyterian Church (USA) tradition is required.
- The ability to work independently, as well as in a team setting, to effectively and efficiently fulfill the duties and responsibility of this position.
- Project management, time management, and organizational skills.
- Demonstrated ability to lead and manage volunteers, committees, and their work.
- The ability to communicate and develop working relationships with a diverse age range.
- Understanding and knowledge of youth & family culture in the 21<sup>st</sup> century.
- Creative problem solving.
- Oral & written communication skills.
- Technical skills (Microsoft Office, Social Media, Email, and database software).
- BA or BS degree preferred.