



St. Luke Presbyterian Church
 3121 Groveland School Road
 Minnetonka, MN 55391
 952-473-7378
 www.stluke.mn

Director of Youth Ministries Job Description Part-Time Position

Job Title: Director of Youth Ministries

Person in Position: N/A

Exempt/Non-Exempt: Non-exempt

Reports To: Pastor/Head of Staff

Job Overview: The Director of Youth Ministries organizes and leads youth ministry programming in collaboration with the Children, Youth and Families Committee, church staff, and volunteers at St. Luke Presbyterian Church.

Work Hours: 15 hours per week, including Sunday mornings and occasional evening events/weekend retreats.

Compensation: \$25 per hour

Work Environment: St. Luke Presbyterian Church

Primary Responsibilities:

Youth Ministries

- Plan, direct, and lead youth programming on Sunday mornings in collaboration with the Children, Youth, and Family Ministries committee and volunteers.
- Plan, direct, and lead regular youth programming outside of Sunday mornings in collaboration with the Children, Youth, and Family Ministries committee and volunteers.
- Recruit, train and support adult volunteers to serve as teachers, small group leaders and the like ensuring criminal background checks are completed.
- Manage the scheduling of volunteers for youth ministry classes, retreats, programs, and events.
- Support the mission of St. Luke Presbyterian Church in the wider community by taking part in mission/outreach activities with students and leading occasional mission trips/retreats

Communication

- Keep Pastor/Head of Staff, Children, Youth, and Family Ministries Committee, volunteer leaders, and parents apprised of program details.
- Communicate effectively and consistently with families and students (using email, social media creation and other applicable methods of communication).
- Coordinate advertising and promotion of youth ministry programs with the Office Administrator/Communications Manager.

Interpersonal Relationships

- Develop personal relationships with students, parents, and families for the purpose of providing care, support, and encouragement.
- Support all youth, including, but not limited to LGBTQ and neurodivergent youth by creating a welcoming, safe and accepting space.
- Develop trusting relationships based on mutual respect while maintaining appropriate professional boundaries.
- Abide by St. Luke Presbyterian Church’s “Child, Youth, and Vulnerable Adults Protection Policy” and all other church policies.

Other

- Perform other job functions as directed to enhance the ministry of St. Luke Presbyterian Church in collaboration with staff, volunteers, and the Children, Youth, and Family Ministries Committee.

General Expectations:

- Support and work to advance the mission and ministry of St. Luke Presbyterian Church
- Be a positive, collaborative, and participatory member of the staff team
- Complete projects and tasks in a timely manner, meeting appropriate deadlines
- Engage in ongoing consistent and clear communication with families, volunteers, staff members, committees, and congregation
- Professionalism in all aspects of ministry, including the ability to work independently and collaboratively with others, the ability to communicate effectively, and the ability to recognize and maintain confidentiality

Working Conditions and Physical Requirements:

- Typical work is in an office environment
- Occasional participation in active games and activities
- Occasional trips require 24/7 responsibilities for chaperoning and leading students. These generally include, but may not be limited to:
 - Fire & Ice Retreat – MLK weekend (Friday night-Monday night)
 - Summer Mission Trip (5-7 days)

Qualifications

- Experience with children and youth in an educational, religious or care setting
- Excellence in speaking, reading, and writing in English
- Bachelor’s degree preferred
- Proficiency in computer skills and social media
- Pass a criminal background check