



September 6, 2024

**THANK YOU** for your interest in the position of Director of Youth Ministry at Grace Lutheran Church. Grace is a member of the NALC, North American Lutheran Church. We are a church family committed to the authority of the Bible as the inspired Word of God. In keeping with the Lutheran Confessions, we believe all doctrines should and must be judged by the teaching of Scripture.

We are a congregation committed to discipleship and strive to be a body of believers who are growing in our faith and sharing the love of Christ through our work and our ministry.

An application and a copy of the job description for this position are included in this packet. To apply, please complete both sides of the application and return it to the address below. You should also include your resume and a minimum of three references with your submission. Resumes will be accepted until the position is filled. Interviews of qualified candidates will be conducted as applications are received.

Please bring or mail your application, resume and list of references to this address:

ATTN: Sandy Thompson, Executive Director  
Grace Evangelical Lutheran Church  
1801 Saint Paris Pike  
Springfield, OH 45504  
Email: [sandy.thompson@grace-nalc.org](mailto:sandy.thompson@grace-nalc.org)  
(937) 399-6257 (x 108)

Questions may also be addressed to this same contact person.

**GRACE EVANGELICAL LUTHERAN CHURCH**  
**Job Description**

**TITLE:     DIRECTOR of YOUTH MINISTRY**

**POSITION SUMMARY**

The Director of Youth Ministry is the advocate for the youth of the church (grades 7-12) and will foster an atmosphere that ensures these youth mature in the faith and become spiritual leaders in their churches, dormitories, and school environments.

This is a flexible part-time to full-time salaried, exempt position.

**DUTIES AND RESPONSIBILITIES**

- Develop and maintain discipling relationships with seventh through twelfth graders and their parents and work to implement a vision for change from a staff-driven to a congregationally owned model of ministry.
- Maintain focus on discipleship as the goal of all events, activities, and relationships.
- Provide care for youth and their families, especially in times of crisis.
- Inspire, equip, organize, delegate, and affirm adults to conceive, plan, and implement social and service activities for youth.
- Plan and lead an annual youth mission trip and other offsite weekend retreats.
- Participate in Faith Journey/catechism for seventh through twelfth grade youth including facilitating Sunday morning Sunday School lessons in cooperation with other trained adult leadership and spiritually mature youth.
- Prepare interested 10<sup>th</sup> graders for Affirmation of Baptism 12<sup>th</sup> graders for Commissioning to Public Discipleship.
- Facilitate activities, including youth group, in cooperation with other adult leadership.
- Work with the pastor(s) and other worship leadership to incorporate youth into the worship life of the congregation.
- Support the youth of the church in their extra-curricular activities at school and in the community.
- Create publicity, budgeting, and reports as necessary including publicizing events, managing the annual budget request process for youth ministry, creating weekly reports for required staff meetings and a report for the Annual Congregational Report.
- Partner with support and encourage the Director of Children's Ministry.

## REQUIRED QUALIFICATIONS

**Education:** Minimum of high school diploma; baccalaureate degree preferred

**Work Experience:** A minimum of one year's experience in youth ministry

### General Work Skills Required:

- Confesses Jesus Christ as Lord and lives a consistent Christian witness
- Has a deep passion for high school aged young people
- Likes and works well with people, demonstrating a team approach in the workplace
- Manages time effectively and productively
- Exhibits initiative and industry and produces quality work in a timely manner
- Is creative and innovative
- Possesses or takes initiative to obtain necessary job knowledge and skills
- Communicates clearly and correctly, whether orally or in writing

### Specific Job Skills Required:

- Ability to relate well to youth and people of all ages
- Ability to recruit, direct, coordinate, train, encourage, and minister to adult leaders
- Ability to communicate biblical truths and the doctrine of the North American Lutheran Church
- Ability to teach and communicate clearly
- Ability to maintain confidences and demonstrate discretion and wisdom
- A willingness to enter into significant relationships to build trust and ultimately to encourage each youth toward maturity in Jesus Christ
- Physical ability to be actively involved in a wide range of activities
- Proficient in Microsoft Word, PowerPoint, and Publisher; and able to learn other necessary computer software programs

## COMPENSATION

The salary and benefits for this position will be commensurate with applicant's experience and Grace ministry plan.

## Employment Application

### Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*  
\_\_\_\_\_  
*City State ZIP Code*

Phone: ( ) \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Date Available: \_\_\_\_\_ Social Security No.: \_\_\_\_\_ Desired Salary: \$ \_\_\_\_\_

Position Applied for: \_\_\_\_\_

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for this company? YES NO If so, when? \_\_\_\_\_

Have you ever been convicted of a felony? YES NO

If yes, explain: \_\_\_\_\_

### Education

High School: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES NO Degree: \_\_\_\_\_

College: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES NO Degree: \_\_\_\_\_

Other: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES NO Degree: \_\_\_\_\_

### References

*Please list three professional references.*

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Address: \_\_\_\_\_

**Previous Employment**

Company: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO

Company: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO

Company: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO

**Military Service**

Branch: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Rank at Discharge: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_

If other than honorable, explain: \_\_\_\_\_

Describe any training received relevant to the position for which you are applying \_\_\_\_\_

**Disclaimer and Signature**

*I certify that my answers are true and complete to the best of my knowledge.*

*If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_