



April 17, 2025

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.

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

(937) 399-6257 (x 108)

Questions may also be addressed to this same contact person.

GRACE EVANGELICAL LUTHERAN CHURCH

Job Description: Director of Youth Ministry

Position Overview:

Grace Evangelical Lutheran Church is seeking a passionate and dynamic **Director of Youth Ministry** to lead and nurture the faith of our 7th through 12th grade youth. This person will be the key advocate for our youth, fostering an environment where they can grow in their faith, develop into leaders, and live out their Christian values in their schools, homes, and communities.

This is a **flexible part-time, salaried** position, with flexibility based on the candidate's availability and experience.

Key Responsibilities:

- **Discipleship Leadership:** Build strong, discipling relationships with youth (grades 7-12) and their families. Champion the transition from a staff-driven to a **congregationally-owned ministry** model, empowering others to take an active role in the spiritual formation of youth.
- **Focus on Spiritual Growth:** Ensure all events, activities, and relationships prioritize **discipleship** and foster spiritual maturity in our youth.
- **Pastoral Care:** Provide support and care for youth and their families, especially during times of crisis or significant life changes.
- **Volunteer Leadership:** Inspire, train, and empower adults to take an active role in organizing, planning, and implementing social, service, and spiritual activities for youth.
- **Youth Trips & Retreats:** Organize and lead **annual mission trips** and **weekend retreats**, creating life-changing experiences for youth that encourage fellowship, service, and deeper faith.
- **Faith Journey and Catechism:** Lead and facilitate **Faith Journey** (catechism) education for 7th-12th graders. Collaborate with other adult leaders to provide engaging Sunday School lessons and facilitate youth participation in worship.
- **Confirmation and Commissioning:** Prepare 10th graders for **Affirmation of Baptism** and 12th graders for **Commissioning to Public Discipleship**, guiding them in their faith journey as they take significant steps in their Christian walk.
- **Youth Group Leadership:** Facilitate dynamic midweek youth group meetings and activities in collaboration with other adult leaders.
- **Integration into Worship:** Collaborate with pastors and worship leaders to incorporate youth into the broader worship life of the congregation, allowing them to actively participate in services and church events.
- **Community Support:** Encourage and support youth in their school and extracurricular activities, fostering a sense of community and engagement beyond the church walls.
- **Administrative Duties:** Oversee publicity, budgeting, and reporting for youth ministry activities. Manage the annual budget request process, prepare weekly reports for staff meetings, and contribute to the **Annual Congregational Report**.
- **Team Collaboration:** Partner with and support the **Director of Children's Ministry**, fostering a strong connection between children's and youth ministries to create a cohesive experience for families.

Required Qualifications:

- **Education:** Minimum of a **high school diploma**; a **bachelor's degree** is preferred.
- **Experience:** At least **one year of experience** in youth ministry is required, with additional experience being a plus.

General Work Skills:

- A **strong Christian witness**, confessing Jesus Christ as Lord and consistently living out your faith.
- A **deep passion for youth** and a genuine desire to help them grow in their faith.
- Ability to work well with a team, fostering a collaborative and supportive ministry environment.
- Strong time management and organizational skills, with a focus on productivity and quality.
- A creative, innovative mindset with the ability to approach challenges with fresh ideas.
- **Excellent communication skills**, both orally and in writing, to effectively engage with youth, parents, and volunteers.

Specific Job Skills:

- **Relational Ability:** Ability to build strong relationships with youth and people of all ages, creating trust and respect.
- **Leadership & Volunteer Management:** Skilled in recruiting, training, and motivating adult leaders to support youth ministry.
- **Biblical Teaching:** Ability to communicate biblical truths and the teachings of the **North American Lutheran Church** clearly and engagingly.
- **Confidentiality & Discretion:** Ability to maintain confidentiality and demonstrate wisdom and sensitivity in dealing with personal matters.
- **Active Participation:** Willingness to engage in a wide range of activities, physically and emotionally, to support the ministry's goals.
- **Technical Skills:** Proficiency in Microsoft Word, PowerPoint, and Publisher. Ability to learn and adapt to new software programs as needed.

Compensation:

The salary and benefits for this position will be **commensurate with the applicant's experience** and aligned with Grace Evangelical Lutheran Church's ministry plan.

Why Join Us?

This is a wonderful opportunity to make a lasting impact on the lives of young people, guiding them as they grow in their faith and develop into the next generation of Christian leaders. At Grace Evangelical Lutheran Church, you'll have the support of a passionate team, a welcoming congregation, and the opportunity to foster deep, meaningful relationships with youth and their families. If you're ready to help young people experience the love of Christ in powerful ways, we invite you to apply!

Grace Evangelical Lutheran Church
1802 Saint Paris Pike, Springfield, OH 45504 – 937-399-6257

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: _____ Date of Birth: _____

Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you ever worked for this company?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?	_____	
Have you ever been convicted of a felony?	YES <input type="checkbox"/>	NO <input type="checkbox"/>			

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: _____