



June 4, 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](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: 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 faith, develop into leaders, and live out Christian values in their schools, homes, and communities.

This is a **flexible part-time to full-time** (25–40 hours/week) salaried position, with final hours and compensation based on the candidate's availability and experience.

---

### Key Responsibilities

1. **Cultivating Faith & Discipleship**

Help youth (grades 7–12) grow in their walk with Jesus through weekly gatherings, retreats, mission trips, and key milestones like Faith Journey, Confirmation, and Commissioning. Every experience is centered on discipleship and helping students take ownership of their faith.

2. **Empowering Leaders & Building Community**

You won't do this alone—your role is to recruit, equip, and encourage a team of adult leaders who will mentor and walk with youth. Together, you'll create a Christ-centered community where students feel known, valued, and connected.

3. **Walking With Youth & Families**

Show up for students and families in everyday life and big moments—whether it's a crisis, a celebration, or a soccer game. Be a steady presence who reminds them that God is with them in it all.

4. **Leading With Vision & Teamwork**

Keep things running with solid planning, smart stewardship, and open communication. Collaborate with staff—especially Children's Ministry—to build a smooth, connected path of faith from kids to young adults.

---

### Required Qualifications

- Education: High school diploma required; bachelor's degree preferred.
  - Experience: At least one year of youth ministry experience is required; more is a plus.
-

## **What We're Looking For**

- A committed follower of Jesus with a strong, consistent Christian witness
  - A deep love for youth and a passion for helping them grow in faith
  - A team player who thrives in a collaborative, encouraging environment
  - Organized and self-motivated, with strong time management skills
  - Creative and adaptable—someone who brings fresh ideas and energy
  - A clear communicator, both in person and in writing, with parents, youth, and volunteers
- 

## **Key Skills for Success**

- Relational Strength: Builds trust with youth, families, and volunteers across generations
  - Leadership & Volunteer Development: Inspires, trains, and supports adult leaders
  - Biblical Teaching: Communicates biblical truth in faithful, clear, and engaging ways, especially in the context of the North American Lutheran Church
  - Confidentiality & Care: Handles sensitive situations with wisdom, grace, and discretion
  - Engagement: Fully present—physically, emotionally, and spiritually—in the life of the ministry
  - Tech Skills: Comfortable with Microsoft Word, PowerPoint, Publisher, and open to learning new tools as needed
- 

## **Compensation**

Salary and benefits will be commensurate with experience, hours, 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: \_\_\_\_\_