



HOUSE OF HOPE  
PRESBYTERIAN CHURCH

**Position Description**

**Job Title:** Director of Youth and Family Ministry  
**Reports To:** Pastor/Head of Staff  
**FLSA Status:** Exempt  
**Date of Last Revision:** 3/4 Time (30 hours per week) plus Benefits  
October 2022

**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 equipping 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.

**ESSENTIAL ACCOUNTABILITIES:**

The Director of Youth and Family Ministries will create, develop, and sustain opportunities for youth and their families to grow in faith and share God's love. And create, develop and sustain opportunities for the entire congregation to be in ministry with youth and their families.

Administrative, programmatic, and relational responsibilities will include:

**Youth Ministry**

- In association with staff and lay leaders, create, develop, and sustain 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.
- Provide continuity of programming to foster creativity and build upon program standards set by the Children's Ministry.

## **Family Ministry**

- Provide intergenerational encounters for members of the congregation (of all ages) to connect and 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.
- Encourage and foster groups for the young adults to engage in.

## **GENERAL RESPONSIBILITIES**

- Build a supportive relationship with youth and their families, providing referrals when special pastoral care is needed.
- Collaborate 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.
- 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.
- Develop and maintain appropriate channels of communication with youth and families including email communication and the use of social media.
- Work closely with the Director of Children and Family Ministry and the Choir School Director to coordinate programs, schedules, etc.
- Prepare and monitor annual budgets with the Youth and Family Ministry Committee for areas under supervision.

## **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 fulfill the duties and responsibility of this position effectively and efficiently.
- 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.