

**Holy Spirit Lutheran Church (HSLC)
Kirkland, WA**

Staff position description

Director of 9th-12th Grade Ministries

HSLC is a vibrant congregation of the Evangelical Lutheran Church in America (ELCA) with a current membership of about 1500. Our ministry is guided by our mission statement: “We are called by the Holy Spirit to proclaim and embody the compassionate, challenging, inclusive love of God revealed in Jesus Christ.” The congregation has a growing and lively program for children, youth and families and is eager to continue that focus.

Staff Team: This position reports to Associate Pastor Katy McCallum Sachse and works in conjunction with Becky Cole, Director of Children and Family Ministries, and with Tammie Zarfos, Confirmation Director. Clerical support is provided by the Parish Administrator, Office Administrator, and a part-time Program Administrator. The entire HSLC staff is supported by a Personnel Committee and the Church Council.

Scope of Position: This half-time position (20 hours per week) is intended to serve youth in grades 9-12. All of our youth and family ministries operate under a model of offering opportunities for learning, service, and fellowship; this position works to offer such opportunities specifically to youth in grades 9-12.

Duties and Responsibilities:

1. Provide leadership, vision, and oversight to the ministries for youth in grades 9-12, with a focus on learning, service, and fellowship. Such opportunities are to be aligned with the whole youth and family ministry program and with the mission of the congregation, and should focus on encouraging youth in their Christian faith development.
2. Build relationships with youth in the program; work with the Associate Pastor to address the pastoral needs of youth and families in the program.
3. Encourage and equip adults in the congregation to provide leadership and mentoring for youth in grades 9-12.
4. Work in partnership with the youth and family staff and the Associate Pastor in creating and maintaining a holistic view of youth and family ministry within the life of the congregation.
5. Partner with the youth who serve on the Youth Leadership Council to develop a vision for the 9th-12th grade youth program and to lead activities.
6. Plan and lead occasional large-scale events for youth in grades 9-12, including retreats and mission trips.
7. Provide monthly report to church council, oversee and carry out appropriate fundraising for the program, and work within budget for the 9th-12th grade program.
8. Participate in weekly staff meetings and contribute to overall team effectiveness for all staff at HSLC.

9. Participate in the annual staff evaluation process, as led by the Associate Pastor for this position.

Minimum Job Requirements:

1. Desire and ability to encourage youth in their faith development.
2. Ability to work well with the entire staff at HSLC.
3. A strong sense of partnership in ministry with staff and volunteers.
4. Excellent administrative and organizational skills.
5. Support of the mission statement of the congregation and its theological basis.
6. Demonstrated skills in program oversight, planning, and implementation.
7. A bachelor's degree preferred, or equivalent combination of education and experience.
8. Success completion of a Washington State background check and participation in HSLC's "Safe Haven" training.

The salary range is from \$16,000 to \$25,000, yearly, commensurate with experience and qualifications. No pension or benefits. Two weeks of the regularly scheduled workweek paid vacation each year.

To apply, please submit a letter of interest, resume, and no less than three references by April 20th. All application information may be sent to:

Jim Nordahl, Chairperson
HSLC Call Committee
Holy Spirit Lutheran Church
10021 NE 124th St
Kirkland, WA 98034