

St. Anne's Episcopal Church  
Warsaw, Indiana  
www.stanneswarsaw.org

JOB DESCRIPTION: YOUTH MINISTER

Part-time position

Posted: May 24, 2017; revised August 3, 2017 and re-posted

Posting period: until filled

**Mission Statement:** St. Anne's Episcopal Church is a welcoming community of faith. Our mission is to proclaim the power of the resurrection and the love of God to all people, inviting them to join us as disciples of Jesus and to do Christ's work in the world.

**Summary:** To serve the spiritual needs of pre-teens and teens.  
To coordinate a ministry of youth who are seeking to know and share the love of Jesus Christ.

**Essential Job Functions:**

- Lead and plan activities which involve fellowship, prayer, bible study, education, discussion and service in a fun and enthusiastic manner.
- Communicate with youth and parents via telephone, email, mailings, social media, St. Anne's print media and St. Anne's website.
- Identify, recruit, train and encourage youth to become leaders to assist in planning youth events and in leading prayer.
- Provide pastoral care for youth in various ways, e.g., via phone calls, text messaging, visits to schools for lunch, social media contact, and attending extracurricular events such as dance programs, sports, music, etc.
- Foster an environment in which youth are encouraged to be themselves, are respectful and supportive of one another while they build a personal relationship with Christ.
- Encourage youth to participate in global Episcopalian youth events.
- Identify, recruit, train and encourage adult volunteers to serve as sponsors for youth activities and programs.
- Involve the youth in church services.
- Keep the church community informed of youth events and activities.
- Model Christian discipline by attending Sunday services at St. Anne's Church.

**Supervisory Responsibilities:** None  
Reports directly to the Rector.

**Qualifications:** To perform this job successfully, a youth minister must be able to perform each essential job function consistently and satisfactorily.

**Education and/or Experience:** High School diploma, college education or previous youth minister experience.

**Language Skills:** The youth minister must be able to read and interpret documents, pre-printed forms, and other written material as part of the job. The youth minister must be able to write routine reports using proper English and grammar and have the ability to speak effectively and professionally to co-workers, supervisors, youth, leaders, parish staff and parishioners. The youth minister must have good communication and active listening skills.

**Reasoning Ability:** The youth minister must have the ability to apply common sense understanding to carry out instructions given orally, in writing, or in diagram form. Also, the youth minister must be able to use common sense in defining problems and creating resolutions to solve those problems.

**Physical Demands:** The youth minister is regularly required to stand, walk and sit. Occasionally, the youth minister is required to climb or balance on a ladder or step stool; stoop, kneel, crouch, bend, lean, and lift and/or move up to 20 pounds. The youth minister must have reliable transportation and/or a valid driver's license and able to drive to and from church-related events.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.