

## **POSITION DESCRIPTION**

---

### **Name of Position and Team/Task Force**

Youth & Family Committee Chair

### **Responsibilities**

1. Conduct monthly meetings of the Committee, setting the agenda prior to the meetings with input from staff.
2. Work with the appointed liaison from the Board of Administration
3. Organize, direct, and track efforts of the committee members to carry out duties
4. Work with Director of Youth Ministries to prepare and maintain annual committee budget.
5. Help develop, plan and implement events, programs and fundraisers for the youth program.
6. Encourage increased congregational involvement in and awareness of the youth programs of St. Philip's.
7. Encourage spiritual growth and increased numeric involvement of youth in the youth programs of St. Philip's
8. Be an advocate for youth in all areas of our church

### **Qualifications**

1. A passion to make Christ known and for children and youth.
2. Commitment to the mission and vision of St. Philip's Lutheran Church
3. Commitment to the vision and mission of St. Philip's Youth Ministry  
Our Vision: All children and youth in our community feel, know and share God's love.  
Our Mission: We are a Christian community that builds relationships with children and youth and nurtures them on their faith journey, so they will feel, know and share God's love. Our whole faith community will...  
**Go** into our world to meet youth where they are at (outreach).  
**Recieve** every youth into our Christian family (fellowship).  
**Aadore** our God together as a Christian family (worship).  
**Challenge** one another to learn Christ's ways (learning).  
**Encourage** each other to live a faithful life (service).
4. Ability to work as a committee member
5. Ability and willingness to give support to other members of the Committee and other congregation members who volunteer
6. Organizational and planning skills; supportive, open and motivating personality; ability to recruit, to direct and delegate duties; ability to follow through on details.
7. A visionary leader who is willing to think outside the box.

### **Amount of Time Required**

Average of six to ten hours per month

- Two-hour monthly meeting
- Four to eight hours per month working outside meeting times

**When Ministry is Performed**

Monthly meeting traditionally occurs on the second Monday of each month, but sometimes alternate schedule is set for summer months. Other responsibilities determined on personal schedule.

**Length of Commitment**

Elected by the congregation and serves two year term, renewable once.

**Training Provided**

Occasional in-service meetings and/or youth training events  
Reading materials, when necessary

**Responsible To**

Board of Administration

**Support Provided**

1. The support and encouragement of the Board of Administration, Director of Youth Ministries and of other members of the Committee.
2. A response to your requests for training and/or information that you feel is needed to fulfill you position and make it a rewarding and growth-filled one for you.
3. Welcome and respect for your suggestions and opinions regarding the youth program.

**Last Reviewed**      October 2006