

# Meetinghouse Church Position Description

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**Position:** Director of Youth Ministry and Mission

**Reports to:** Interim Executive Director (eventually the Minister of Spiritual Formation and Pastoral Care)

**Direct Reports:** None

**Classification:** Full-time (40 hrs week), Exempt

Includes regular nights and weekends, including attending and leading program elements that occur on weeknights, Saturdays and Sundays

**Pay Range:** \$55,000 - \$65,000

**Benefits:** Eligible for PTO, Health & Dental Insurance, Life Insurance, 401(k)

## ***Meetinghouse Church Core Values***

### ➤ **Welcome**

*Welcome, Beloved*

### ➤ **Risk**

*Risk Together the Messy Path of Faith*

### ➤ **Wrestle**

*Wrestle with the Tensions in God's Word & World*

### ➤ **Immerse**

*Immerse in Sacred Spaces & Rhythms*

### ➤ **Do Good**

*Do Good for Christ's Sake*

## **Position Summary:**

Meetinghouse Church is not just hiring a Director of Youth Ministry and Mission — we're calling a builder of bridges, a cultivator of community, and a weaver of faith and service. This is more than a job. It's a chance to help reimagine and rebuild what ministry can look like, guiding youth into the richness of a faith journey that doesn't separate learning from doing or belonging from becoming. It's an invitation to lead our missions strategy and youth engagement into a new, deeply integrated era rooted in relationship, relevance, and radical welcome.

The Director will lead a dynamic, relationally focused youth ministry, cultivating a welcoming and inclusive community where young people can grow in their faith and form meaningful connections. Simultaneously, they will provide strategic leadership and facilitation of the Meetinghouse Church Missions Team (MT). The MT is a congregational initiative that shapes and supports Meetinghouse's impactful mission initiatives. As a key leadership role, this position offers the opportunity to serve as a visionary and architect, weaving together youth engagement and missional work to enhance and expand these vital ministries.

The Director will work alongside staff, volunteers, and the congregation to set a clear direction for youth and missional efforts, ensuring they align with the Core Values (the values) and vision of Meetinghouse Church. This role requires strong leadership, strategic thinking, administrative skills and a deep commitment to Christian faith and service.

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## Responsibilities:

- Youth Program Implementation and Leadership
  - Lead the development and execution of programming elements focused on Youth (Middle School and High School age) with an average weekly program attendance of 25-30 students. Program Elements should:
    - Reflect the Meetinghouse Core Values
    - Move students toward Meetinghouse Church Vision: Meet Jesus, Meet with each other, Meet with community.
    - Foster a culture and experience that prioritizes Spiritual Formation and missional engagement
    - Include participation in the broad life of the church
  - Build and Foster a community of youth volunteers including recruitment, training, support and accountability.
  - Formulate and lead the Meetinghouse Church confirmation process.
  - Ensure that all Child Protection standards and processes are followed, including facilitating the regular training of child protection standards and processes with volunteers and youth participants, in partnership with Meetinghouse staff, Church Council, and lay leadership.
  - Develop and maintain proactive communication with all stakeholders, including Meetinghouse Staff and Council, youth, and parents.
  - Build and maintain relationships with students and invest in their lives as appropriate.
  - Build and maintain relationships with parents and families who surround these students, providing pastoral care, support and guidance as appropriate.
  - Maintain Youth Ministry budget.
  
- Mission Leadership
  - Lead Missions Team as it cultivates relationships, defines and executes the missions strategy of Meetinghouse Church. Missions strategies should:
    - Reflect the Meetinghouse Core Values
    - Ensure Meetinghouse mission activities reflect the Church Vision: Meet Jesus, Meet with each other, Meet with community.
  - Update and maintain activity related to the assigned Missions (including Refugee Support) budget and communicate changes/updates to MT.
  - Work with the Chairperson to define agenda and facilitate monthly MT meetings.
  - Work with MT mission partner liaisons and Champions to ensure regular communication with each of the 12 mission partners.
  - Facilitate mission partner visits (e.g., using church for Board meetings) to church.
  - Provide guidance to Refugee Support Committee Lead and facilitate payment/reimbursement requests with Finance.
  - Facilitate with MT all related activities for drives and/or service projects with/for our mission partners.
  - Facilitate activities related to quarterly mission partner highlights to congregation during the service(s) and in eNews.
  - Coordinate communication with Champions and Mission Partners as needed.

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- Manage and facilitate the mission partner selection process (when applicable) and the annual mission partner assessment process.
- Act as MT liaison with the following as needed:
  - Leadership Team
  - Finance Director
  - Facilities Manager
  - Council
  - Adjust priorities based on need and discussions with Leadership and MT.
- Administrative Duties
  - Obtain approval from MT on gift amounts for mission partners.
  - Submit check requests to the Finance Director for mission partner payments approved by MT.
  - Maintain a partnership file based on input from MT liaison.
  - Maintain (at least semi-annually) Missions Program documentation.
- Partnership/Team
  - Collaborate with others (staff and volunteers) as we create, develop, and oversee special events, examples include Trunk or Treat, Christmas Festival, Christmas Eve Family Service, Eggstravaganza
  - Collaborate with other ministry areas (I.e Children's Ministry, Adult Education & Worship) to ensure missional continuity and to foster creative ministry opportunities (e.g., Service Projects)
  - Represent and reflect Meetinghouse vision and values in outward facing events and roles including occasional visits with congregants, speaking opportunities, and community engagement.
  - Foster a culture of direct and kind communication, transparency, and personal and professional accountability.
  - Build relationships with other key players and influencers in the community to help make connections and partnerships to engage more broadly in the community.
  - Be a reliable and safe adult for all youth and community members
  - Establish and maintain healthy relationships with staff and members of the church
    - Health Relationships includes
      - Demonstrate healthy relational boundaries that reflect the difference between personal and professional relationships
      - Address interpersonal conflict in appropriate ways, abstaining from gossip and harmful side conversations. Working to resolve conflict in a manner that reflects Meetinghouse values.

## **Core Strengths Needed for Success:**

- Planning, organizing, and managing multiple tasks, events, and relationships
- Strong relationship skills with children, youth, and adults
- Budgeting and expense management
- Coaching and collaboration

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- Building and leading teams
- Interpersonal problem-solving and conflict resolution
- Ability to delegate
- Proficient at self-reflection, able to identify successes and failures and then modify to learn and grow
- Willing to receive feedback and incorporate feedback into action

## **Core Attributes Needed for Success**

- Demonstrated commitment to the Christian faith, and alignment with the vision and values of Meetinghouse Church.
- Deep love and appreciation for Youth
- Servant heart
- Mature Judgment and Discretion
- Service-Oriented Leadership
- Flexibility and Resourcefulness
- 5+ years of leadership in youth focused programming
- 4 year Bachelor of Arts/Science in a related degree (or equivalent experience)

## **Physical Requirements**

- Ability to participate in physical activities related to children's and youth events and mission
- Physical work - walking, standing, hiking, lifting, etc.
- Must be able to lift up to 35 pounds at times

## **Meetinghouse Church Overview:**

Meetinghouse Church is an independent Congregational community that covenants together to follow Jesus and care for our neighbors, near and far. Although founded in 1946, in recent years, we have been working through a time of significant transition as we clarified our core values, changed our name, and worked to adapt to challenges within our congregation and around our community. Our church is located in Edina, a southwest suburb of Minneapolis MN, but our members come from many areas of the Twin Cities and from many different denominational backgrounds. We are one church with two worship expressions: a Traditional Service and an Alternative Service. We have ministries that cover all life stages including Emerging Generations (children, youth, young adults and families), Adults and Seniors. We are known for our commitment to excellent music and worship, our generous giving and volunteering, and our extensive and long-standing missional outreach at home and abroad. These Core Values capture our spirit and our aspirations: Welcome Beloved, Risk the Messy Path of Faith, Wrestle with the Tensions in God's Word and World, Immerse in Sacred Spaces and Rhythms, and Do Good for Christ's Sake.