

**Position Description  
First Presbyterian Church**

**TITLE:** Director of Youth Ministries, 6<sup>th</sup> – 12<sup>th</sup> Grades

**PURPOSE:** To provide strong Christian leadership and to grow, in maturity and in numbers, our comprehensive and dynamic youth ministry to students in the 6<sup>th</sup> – 12<sup>th</sup> grades.

**ACCOUNTABILITY:** The Director of Youth Ministries reports to the Pastoral Associate and the Session through the Personnel Committee.

**RESPONSIBILITIES:**

- Be a role model and mentor, helping youth mature in their relationship with Jesus Christ.
- Establish and nurture relationships with youth and their parents.
- Choose age appropriate curriculum(s) and games for 6<sup>th</sup>-8<sup>th</sup> graders and high schoolers.
- Disciple and utilize high schoolers to help plan, lead and execute events and programs.
- Direct, coordinate and lead (with teams) youth ministry activities on: Wednesday nights (FEAST), Sunday morning Sunday school, Sunday night youth group and Confirmation.
- Clearly communicate to parents/youth through appropriate mediums in a timely fashion.
- Participate in the lives of youth at First Presbyterian Church, and in the community.
- Lead a youth advisory ministry team of active volunteers and parents for the purpose of training, ongoing support and evaluation of the program.
- Recruit, train and support volunteer leaders.
- Outreach to local youth and be available for various school activities, as time permits.
- Maintain materials and supplies for all program needs.
- Write a monthly article for the church's newsletter, The Columns.
- Develop budget recommendations for the Youth Ministry and track expenses.
- Maintain the Youth webpage and church bulletin boards, and write press releases about events for the local newspapers.

**SHARED RESPONSIBILITIES INCLUDE:**

- Actively participate in team building between various ministries within the church.
- Communicate regularly, work cooperatively and meet monthly with the Director of Children's and Family Ministries and the Pastoral Associate.
- Work on outreach opportunities in conjunction with other church staff.

**PART-TIME POSITION:** 15-20 hours per week; compensation commensurate with experience and qualification.

**RELATIONSHIPS:** The Interim Director of Youth Ministries relates to the Pastoral Associate, who is the immediate supervisor, and relates to other Church staff as a colleague in planning and implementing youth and church ministries.

**EVALUATION:** Performance reviews and evaluations will occur periodically throughout the year by the Pastoral Associate. During the first year a performance review will be conducted after: one month, six months and one year. The Pastoral Associate, in consultation with the Personnel Committee, will conduct an annual performance review thereafter.

**QUALIFICATIONS:**

- Has a contagious faith in Jesus Christ as Lord and Savior and a hunger for God's Word.
- College degree preferable, but not exclusive, in Youth Ministry, Education or Religion.
- Believes in the potential for the Youth Program to be an outreach ministry of the Church.
- Listens patiently, speaks clearly and cares deeply for the students, parents and Church.
- Enjoys being a team player with: Adult Volunteers, Pastoral Associate and Church staff.
- Is a person of integrity whose life reflects grace, hope, humility and humor.