

FIRST PRESBYTERIAN CHURCH

Position Description

Title: Associate Director of Youth Ministries	Date: December 2023
Department: Next Generation	Prepared By: SCW, JRS, JCM
Regular – full time: 40 hours per week	Non-Exempt

SUMMARY:

To provide leadership in the development, training, oversight and encouragement of FPC students and friends, their families, and the adult leaders with them. Take primary responsibility for 7th and 8th grade Sunday school, Confirmation and assist with various programs related to Middle school and High school ministries. Attend meetings with the Next Generation ministries of the Session and sub-committees related to students.

ESSENTIAL FUNCTIONS:

- 50% Program activities and contact with students and parents
- 20% Program development and planning
- 15% Outside contact and non-program related activities
- 10% Administrative activities and related meetings
- 5% Continuing education & professional development

ACCOUNTABILITIES:

- Working in collaboration with the Director of Middle school ministries and the Director of High school ministries, assist with planning and directing high school and middle school ministries, programs, and activities during Sunday mornings, and weekdays. Programming should reflect the FPC Youth Ministry Statement of Purpose; *To make disciples of Jesus Christ who seek to; follow Him daily, invite others to encounter Him and be the Church here and now.*
- Assist in establishing and evaluating policies pertaining to students, volunteers, and parents in collaboration with Directors of Middle school and High school ministries, Session Committee, and Subcommittees.
- Collaborate with the Directors of Middle school and High school ministries to help recruit, train and coordinate volunteer staff related to student ministry.
- Maintain contact with students through school visits and attending outside activities such as ball games, concerts, dramas and other activities.
- Assist with planning and leading off-campus retreats, mission trips, outreach and community service.
- Help select or develop curriculum for Youth ministries in collaboration with the Directors of Middle school and High school ministries, Session Committees and Subcommittees.
- Provide pastoral assistance as requested by pastors.
- Collaborate and cooperate with staff within the Next Generation ministries team, especially the Directors of Middle school and High school ministries, but also including Children's, Music, and University ministries.

INTERNAL/EXTERNAL RELATIONSHIPS

- Internal Reporting: Reports to the Directors of Middle school and High school ministries with dotted line accountability to the Associate Pastor of Next Gen ministries. Attends staff meetings, Session Committees and /or Subcommittees on a regular basis or as required.
- External Interface: Has responsibility for interface with parents, volunteers, and other outside groups or organizations related to youth school age programs.

QUALIFICATION STANDARDS:

- An active, growing relationship with Jesus Christ.
- Experience guiding students as they develop an ongoing relationship with Him.
- Knowledge of Bible, the Reformed tradition, and an ability to relate the Gospel of Jesus Christ to students.
- Ability to organize and direct programs; communicate with students and adults; work independently, and exercise good judgment.
- Bachelor's degree or equivalent professional experience.
- Minimum 2-3 years of experience working with students, either as volunteer or paid staff.
- Experience supervising others preferred.

STATEMENT OF UNDERSTANDING

I have received, read and understand the general requirements of my job.

Signature of Employee

Date

Signature of Manager

Date