

# CROSSROADS PRESBYTERIAN CHURCH

## YOUTH MINISTRY DIRECTOR/ASSOCIATE PASTOR

<b>Reports to:</b>	Senior Pastor/Head of Staff	<b>Effective:</b> 03/01/12
<b>Directly Supervises:</b>	Summer Youth Intern	<b>Revision:</b> 06/30/16 11/28/16
<b>Staff Resource:</b>	Youth Ministry Team	
<b>Status:</b>	Full Time	
<b>FLSA:</b>	Exempt	

### **Job Summary:**

Primarily responsible for providing overall leadership and working collaboratively with staff, parents, and adult volunteers, the Youth Ministry Director (YMD) / Associate Pastor serves families by engaging youth in ways to deepen their relationship with Jesus, equip them to lead and disciple others, and empower them to use their gifts to impact the world. In partnership with the Youth Ministry Team, this is accomplished in the following ways:

1. Oversee the middle school and high school youth ministry; direct and enhance the implementation of its vision, values, programs and 3-year goals aimed at spiritually preparing youth for a life of discipleship.
2. Recruit, equip and nurture volunteers to build meaningful, deep-impact relationships with youth in grades 6-12.
3. In collaboration with the Adult Discipleship team, facilitate the spiritual growth of parents with classes geared to their unique needs at this time of life. Facilitate spiritual growth as a family through programs parents and youth experience together. Support parents during the ups and downs of raising teens.
4. Develop programs and connections to keep youth engaged with their faith at key bridge points, particularly after Confirmation and beyond high school.
5. Communicate and collaborate with all key stakeholders to effectively accomplish vision and goals.

### **Ongoing Programming**

#### **Wednesday Night Youth Group**

- Coordinate youth group activities, including messages, worship, small groups, mission and games.
- Recruit, equip and nurture small group leaders; communicate with them regularly on lesson and schedule.
- Select curriculum consistent with curriculum plan, and teach lesson each week.
- Work with Mission coordinators to plan mission nights.
- Communicate and collaborate with leaders regularly.

#### **Sunday Morning Education**

- Coordinate all aspects of Sunday morning education classes.
- Recruit, equip, and nurture leaders; communicate with them regularly on lesson, schedule, and related activities; identify opportunities and problem solve.
- Select curriculum consistent with curriculum plan, and teach lesson each week.

## **Confirmation**

- Recruit, equip and nurture a confirmation coordinator to be a point person in planning calendar, retreats, and mission opportunities.
- Coordinate Confirmation activities including calendars, lessons, retreats, and mission opportunities.
- Recruit, equip, and nurture leaders; communicate with them regularly on lesson, schedule and related activities; identify opportunities and problem solve.
- Select curriculum consistent with Confirmation plan in consultation with Senior Pastor.
- Lead all large group lessons in collaboration with Senior Pastor.
- Communicate regularly with parents.
- Coordinate the Confirmation service with Senior Pastor and worship leaders.

## **Discipleship Groups (D-Groups)**

- Build groups out of confirmation classes to transition their faith journeys.
- Recruit students not engaged in Sunday or Wednesday youth activities.
- Research curriculum for D-groups.
- Recruit, equip, and nurture leaders.
- Seek opportunities to connect and bring together D-groups for worship and mission opportunities.

## **Summer Programming**

### **Summer Ministry**

- Provide a Bible study summer ministry program for youth.
- Engage youth in summer worship services, especially after summer youth trips.

### **Vacation Bible School (VBS) Work Crew/ VBS Extreme (VBX)**

- Work with VBS work crew and VBX coordinators in planning activities and meals.
- Recruit, equip, and nurture adult leaders; communicate with them regularly on lesson, schedule, and related activities; identify opportunities and problem solve.
- Provide training for all VBS work crew youth.
- Lead and/or assist at VBS and VBX, in coordination with Summer Intern.
- Facilitate a debrief over lunch each day for work crew to ensure leadership development throughout the week.

### **Caravan Summer Mission Trip(s)**

- Recruit and collaborate with Caravan Coordinator(s) in all aspects of summer mission trip(s).
- Recruit, equip, and nurture adult leaders; communicate with them regularly on plan and schedule.
- Meet monthly with small group leaders starting in January/February to plan the trip.
- Plan bridging activities prior to and after the trip to keep youth involved.
- Select the trip(s) for the following summer, normally at least one year in advance.
- Communicate and collaborate with Caravan Coordinator regularly to plan activities, identify opportunities, and problem-solve.
- Communicate regularly with parents.

### **Great Escape Retreat (Grades 6-8)**

- Recruit and collaborate with Great Escape Coordinator in all aspects of this summer retreat.
- Recruit, equip, and nurture adult leaders; communicate with them regularly on plan and schedule.
- Meet regularly with small group leaders starting in January/February to plan.
- Plan bridging activities prior to and after to keep youth involved.
- Communicate and collaborate with all key stakeholders regularly to plan activities, identify opportunities, and problem solve.
- Communicate regularly with parents.

### **Additional Programming**

#### **Mission**

- Collaborate with the Mission and Outreach Team to create opportunities for youth and their families to serve.
- Encourage participation in mission trips.

#### **Bridging the Gaps (6<sup>th</sup>, 9<sup>th</sup>, college)**

- Plan events specifically to welcome students into the middle school and high school programs and encourage a smooth transition; examples in the past have included Faith Fiesta, Adventure Trip and welcome night/classes.
- Develop and execute strategies to work alongside D-groups to keep all youth engaged with their faith.
- Stay connected with high school graduates for their first year beyond high school, helping them stay engaged in their faith and connected to a church in their new community.

#### **Retreats/Fellowship**

- Coordinate other retreats/events throughout the year to develop faith and provide fellowship. Examples in the past have included Christians and Romans, Dodgeball Tournament, Blink Retreat, and 30-hour famine.
- Plan all activities, food, games, small groups, message, etc.
- Plan special events off site to further build youth community; examples include faith-based music festivals and concerts, and outdoor outings.

#### **Outreach**

- Be available to meet with youth one-on-one and in groups; be at their school and club events as much as possible.
- Be available to meet individually with families.
- Build bridges to other youth groups in the area and plan activities with them.

#### **Fundraising**

- Develop fundraising approach to support youth trips and activities; assist fundraising coordinators and youth volunteers during fundraisers.

## **Qualifications:**

### **Experience:**

- Minimum of two to three years demonstrated successful leadership of a thriving middle school and/or high school program required.
- Demonstrated ability to recruit, equip, nurture, and sustain a deep pool of passionate, confident youth leaders.
- Completion of a youth ministry internship a plus.

### **Education:**

- Non-ordained: Bachelor's degree required. BA in Youth Ministry or related field a plus.
- Ordained: Master of Divinity or related field; specialty coursework in Youth Ministry a plus.

## **Core Competencies:**

**Spiritual:** A person with a deep vibrant faith who exhibits an obvious love for and commitment to Jesus Christ. A person with spiritual wisdom and maturity, a heart for the care and nurture of youth and a lifestyle which demonstrates integrity. A person committed to continued personal spiritual growth. A person who is clear about their faith, theology and who can communicate their beliefs and convictions in a relevant way to youth.

**Relational:** A high energy person with the ability to relate to youth and adults of all ages in a warm and encouraging manner. A person with strong team building and consensus building skills. Someone with the temperament to handle middle school and high school youth.

**Leadership:** A person of vision with a deep understanding of the issues facing youth and their families today and demonstrated ability in youth leadership. A person with the capability to move this understanding into action through the people of the church. A person with the ability to call people forward into ministry and leadership and to equip, encourage and work alongside them.

**Teaching:** A person who can facilitate and teach competently and who demonstrates the ability to bring the Scriptures to life in the lives of youth and adults. Academic excellence, a teachable spirit and a commitment to life-long learning, theological depth and meaningful application to life also are important.

**Communication:** A person who can deliver a verbal message clearly and articulately in a variety of settings; who is also able to write clearly and succinctly, employing correct grammar, punctuation, and patterns of speech. This person is also timely in the delivery of communications.

**Administrative:** A person with proven organizational skills, effective at matching the right people to the right job. A person who knows one's strengths and weaknesses and can bring in others to complement those strengths. A person who can work collegially in a large church staff. Someone who can communicate effectively with leaders, parents and youth on updates and developments with the youth programs.

### **Additional Key Considerations:**

#### **Relationships:**

- Provide support to youth, families and adult leaders/volunteers, referring to other resources as needed.
- Contact all active youth members and visitors, at least annually.
- Follow up with all first-time visitors to youth group or trip/events.

#### **Leadership Development:**

- Provide lay leader training at least twice a year.
- Work with students to develop leadership potential.
- Mentor the Summer Intern, helping develop a knowledge and passion for ministry work.

#### **Reporting Relationships:**

- Reports directly to the Senior Pastor, under the supervision of the Human Resources Ministry Team.
- Participates in a mentoring relationship specifically for the enhancement of youth ministry skills.

#### **Work Hours and Responsibilities:**

- Must be available when youth are not in school.
- Normal work hours would be afternoons, especially after school hours, evenings, Sundays, and some weekends.
- Appropriate time off during the week will be provided for weekend work
- Attendance at weekly leadership meetings and monthly Youth Ministry Team meetings. Others as determined by need.
- Develop, coordinate and accompany youth on various mission and youth trips during the summer and throughout the year.

#### **Pastoral Duties (for ordained candidates):**

- Preach and officiate at weddings and funerals on an as needed basis.
- Regularly participate in worship leadership.
- In collaboration with the pastoral care staff, provide support to the congregation.