

First Presbyterian Church

Position Description

Job Title: Director of Youth Ministry

Accountability: Accountable to the Pastor as head of staff, the Young Life Regional Director, and the Young Life Area Director. Works closely with the Christian Education Committee, other church staff, and the Young Life Committee.

Qualifications:

- Shows evidence of a Christian faith and commitment to Christ.
- Committed to the vision and values of the Christian Education program.
- Compatible with the theological outlook of First Presbyterian Church.
- Agrees with Young Life's *Statement of Faith*.
- Can delegate effectively and seek assistance as needed.
- Has excellent organizational and communication skills.
- Professional training in education and/or youth ministry is desirable.
- Experienced in working with youth and parents.
- Experienced in volunteer-driven organizations.
- Shows grace, diplomacy, and tact under pressure.
- Expresses a willingness to learn.
- Ability to speak Spanish is a plus.

Responsibilities:

This is a full-time staff position (approximately 50 hours per week) responsible both for the ministry to the youth of First Presbyterian Church and for the leadership of a Young Life chapter in Norwalk, Ohio. The Director of Youth Ministry...

1. Volunteer Management

- Recruits, screens, and schedules volunteers for all church youth and local Young Life programming.
- Provides training for all youth volunteers consistent to program needs.
- Acquires and provides resources (such as curriculum) necessary for programming.
- Meets regularly with volunteers.

- 34 • Develops and executes ongoing opportunities to recognize and thank volunteers for
35 their service.
36 • Works with the Director of Children and Family Ministry to ensure compliance with child
37 protection policies.
38

39 2. Church Youth Programming

- 40 • Provides planning, leadership, and oversight for all church youth programming—both high
41 school and middle school students—which includes ongoing events (e.g., Sunday School,
42 etc.) as well as occasional events (e.g., retreats, mission trips, etc.)
43 • Works closely with the Pastor to develop and implement a Confirmation Process for
44 eligible church youth.
45 • Provides planning, leadership, and oversight for upper elementary small group
46 programming (i.e. Fusion).
47 • Develops mission opportunities of compassion and witness for church youth.
48 • Integrates church youth into the full life of the congregation (e.g., mission projects,
49 worship activities, congregational care, etc.).
50 • Encourages church youth participation in discipleship opportunities outside of the
51 church (e.g., Young Life, mission trips, and camps).
52

53 3. Young Life Programming

- 54 • Provides planning, leadership, and oversight for Young Life discipleship ministry (i.e.
55 Club and Campaigners).
56 • Develops and implements a summer and school-season camping strategy.
57 • Serves on a summer assignment at a Young Life camp each year.
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59 4. Nurture, Care, and Connection

- 60 • Maintains and builds relationships with the church youth and the youth of Norwalk High
61 School.
62 • Maintains and develops rapport with the youth and parents.
63 • Develops a ministry of presence at school events and community youth activities.
64 • Seeks opportunities to serve with youth in the greater community.
65 • Develops a strategy of nurture, care, and connection annually with Pastor and Young
66 Life leadership.
67

68 5. Resource Development

- 69 • Raises financial support as directed and maintains good donor care practices.
70 • Communicates ministry updates and progress to personal Young Life donor partners.
71 • Networks and develops strategic relationships with key adults in the community,
72 including principals, pastors, parents, and potential Young Life Committee members.

- 73 • Plans and executes area fundraising events under the direction of an area supervisor
74 and Young Life Committee

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76 **6. Ministry Support**

- 77 • Adheres to all church and Young Life policies and procedures.
78 • Maintains an accurate database of information on youth, volunteers, and Young Life
79 donors.
80 • Prepares budget for programming, adheres to the approved budget, and approve
81 payments from that budget consistent with church and Young Life financial policies.
82 • Ensures clear and timely communication with parents, youth, and volunteers.
83 • Supports and participates in Young Life Committee efforts including fundraising.

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85 **7. Spiritual and Professional Development**

- 86 • Identifies annual spiritual and professional goals with the Pastor and Young Life
87 leadership.
88 • Participates in the worship and fellowship life of the First Presbyterian Church.
89 • Participates in the spiritual life of the Young Life community.
90 • Provides Christ-centered guidance for youth, parents, volunteers, and teams.
91 • Collaborates regularly with church staff and volunteers to maintain continuity of
92 programs.
93 • Participates in regular FPC staff meetings
94 • Meets with the Pastor weekly.

