

# **Atascocita Presbyterian Church**

## **Director of Youth Ministries**

### **POSITION SUMMARY:**

The Director of Youth Ministry together with the Christian Education Committee and Pastor, plans, organizes, and executes the education programs of the church. The Director of Youth Ministry is a part-time staff position, including Wednesday evenings and Sunday mornings.

### **Accountability:**

In the performance of his/her responsibilities as defined by the Session, the Director of Youth Ministry shall be accountable to the Pastor/head of staff. The Director Youth Ministry reports to the Session through the Youth Ministry Committee.

### **MAJOR DUTIES/CRITICAL TASKS:**

#### **I. Youth Programs**

- Work with Youth Committee to design and implement Education curriculum and fellowship Activities
- Confirmation Class – lead class, choose curriculum, find mentors for all youth in the class.
- Recruit youth to attend spring and summer events including Conclaves, summer conferences, and an annual mission trip. This includes recruiting chaperones.
- Plan and implement fundraisers to offset the costs of camps, conferences, and the mission trip including, but not limited to, the annual golf tournament and Christmas Cookie Exchange.
- Be a part of the weekly worshipping community of APC on a regular basis through worship services, mission outreach, and fellowship events.
- Plan and implement developmentally appropriate activities for youth, grades 6-12, which promote community through faith development, fellowship, and fun. This includes, but is not limited to, Sunday morning Faith Formation, Weekly Bible Studies, and Confirmation Class.
- Encourage youth to be actively involved in many aspects of the church including, but not limited to, worship, educational opportunities, camps and retreats, mission projects, and music. Encourage participation in area inter-denominational youth activities.
- Children's Protection Policy – implement; have background checks done on all volunteers

#### **II. In General**

- Maintain a database of youth participants to support communication to all youth and families.
- Encourage open lines of communication between the staff and the congregation by attending meetings as requested.
- Develop communication methods that provide safe and appropriate means for exchanging information.
- Participate in the lives of youth and their families outside of the church walls through attending extracurricular activities, fellowship opportunities, and communication via social media and/or electronically.
- Work effectively with APC ministerial and support staff.
- Oversee the recruitment and training of adult volunteers to work with children and youth. This includes ensuring all Safe Sanctuary policies are followed.
- Work with Pastor in preparation of the annual budget, determine fundraising needs, coordinate fundraisers to support budget, and ensure programming remains within budgeted guidelines.
- Work with the appropriate committees to support children and youth ministries at Atascocita Presbyterian Church.
- Coordinate children and youth activities with other ministries of the congregation and with the staff to avoid conflicting events and ensure support.

### **III. Administration:**

- Staff support for the youth ministry committee
- Curriculum & other resources for youth – ordering, receiving, budgeting, approving invoices
- Promotion of youth events & programs

### **KNOWLEDGE/SKILLS/ABILITIES:**

- A respect and appreciation for the PC(USA),and its theology.
- A lifestyle that reflects an authentic commitment to Christ and one that can be modeled for children and youth.
- A desire to work with and learn from youth.
- Ability to manage time, complete assignments, and initiate new ideas and tasks.
- Open to creativity and diversity in Christian life, witness, ministry, and understanding of faith.
- A person able to work with audio/visual equipment.
- College Education – At least a Bachelor’s degree.
- Background in Christian Education resources required and be a person with a sincere Christian faith
- Computer literate; able to organize and communicate information; ability to work with people of all ages.
- Be Social Media Savvy

**Title: Director of Youth Ministry**

**Created: June 18, 2020(rough draft)**

**Last Date Revised:**

**Approved by Session:**