

## Part-Time Director of Youth Ministries

Job Description: 20 hours per week

CLOSING DATE: December 31, 2016

Salary (yearly): \$20,000

Send all applications and/or inquiries to:

Dan Clarke, chair Personnel Committee, dclarke191963@gmail.com

### Part-Time Director of Youth Ministries • Job Description

First Presbyterian Church, Quincy, MA 02169

**POSITION: Part-Time Director of Youth Ministries**

**Supervisor: Pastor, with additional accountability to the Personnel Committee**

**Position Purpose:** To direct and lead youth programming for Junior and Senior High School age youth. The Director shall seek to foster Christian community through building relationships with young people that strengthen their commitment to the church and growth in faith in Jesus Christ.

#### **Responsibilities--The Director of Youth Ministries shall:**

1. Provide leadership for and function as the primary staff person relating to Youth Ministries.
2. Oversee the recruitment and training of adult volunteers to work with the youth groups.
3. Plan and implement age appropriate activities for Junior and Senior High School age youth that promote spiritual growth and community through fellowship, fun and faith development. Such activities might include: weekly activities, small group Bible study, retreats and service projects.
4. Work with the Personnel Committee in preparation of an annual budget.
5. Coordinate fund-raising activities that support special youth activities and trips.
6. Promote Christian service through age appropriate service projects.

#### **General Responsibilities:**

1. Be a part of the worshiping community of First Presbyterian Church whenever possible.
2. Attend staff meetings and/or meet with the pastor on a regular basis.
3. Coordinate youth activities with other committees when appropriate (i.e. VBS, special services, Youth Sunday).
4. Be in contact with office staff and provide a timely and accurate schedule of Youth activities. Keep the congregation informed of youth events by coordinating the publicity for youth activities through the appropriate vehicles provided by the church. (e.g. monthly newsletter, special mailings, posters, bulletin announcements, web page, etc.) Provide monthly reports for the session and a yearend report for the congregation.

6. Manage the disbursement of budgeted funds for Youth Ministry within the guidelines of the approved budget and in adherence with the purchasing policies of the church.

7. Provide for the keeping of administrative records as needed for future planning. Such records would include but not be limited to: files on fund-raisers, program activities for use in future planning (to include attendance, cost and adult volunteers) consent forms.

8. Encourage young people to participate in all facets of the life of First Presbyterian Church, including worship, choir, educational opportunities, youth activities, service projects, etc.

**Working Conditions:**

The position of Director of Youth Ministries requires great flexibility in hours available for work, including evenings and weekends. The position is a part-time position and based upon a projected 20 hours per week. The Director should:

1. Schedule office hours in order to be accessible to youth, parents, staff and the leadership of the congregation.
2. Keep the church office informed as to how the Youth Director can be contacted.
3. Notify the staff prior to all unforeseen and untimely absences from regularly scheduled events, and provide a suitable substitute in the case of anticipated absence.

**Qualifications:**

Since the Youth Director plays a major role in the faith development of the younger members of the church, both as a leader, and as an example, we seek a professional leader who has a solid understanding of the foundations of the Christian faith, Presbyterian tradition and who has a strong desire to nurture young people in the Christian faith. We seek a person who generates new ideas and programs and a person who values a team concept of ministry. Therefore the following qualifications are desirable.

1. BA degree; Youth and Family Ministry, Education or significant experience in Youth Ministry.
2. The ability to work with youth and adults.
3. Good organizational skills.
4. Valid driver's license.

**Congregational Support**

First Presbyterian Church is fortunate to have a vibrant, active congregation. We have a membership of just under 200 people, and we have a weekly attendance in worship of 100-120. A vital part of our congregation is our youth program. We have 20-25 youth present for our weekly youth meetings with over 60% of those come from the community. Our Jr. and Sr. High Sunday School classes each draw about 4-5 students a week. We have a dedicated group of volunteers, and the full support of the church. Over half of our congregation has participated in a mission trip in the last 5-10 years, and the majority of our students attend annual summer trips. On our part, we will encourage, pray and support you as a leader in this congregation.