

JOB DESCRIPTION

- JOB TITLE:** Director of Youth Ministry and High School Discipleship
- ACCOUNTABLE TO:** Senior Associate Pastor for Discipleship
- PURPOSE:** To shepherd the programs and direct the staff for all students from middle school through college where the goal is to move these students toward becoming disciples of Christ.
- STATUS:** Exempt; Full-Time

PRIMARY DUTIES AND RESPONSIBILITIES

Administrative & Communication

- Serve as team leader and supervisor of the youth ministry staff.
 - *Accountability, Team building, Goal setting, Planning, Visioning, etc.*
- Serve as youth ministry liaison to the Program staff.
 - *Staff meetings, communication, advocacy, budget, etc.*
- Serve as youth ministry liaison to the church.
 - *Building connections between the youth ministry and the larger church, attend committee and Session meetings, worship leadership, leader recruiting and training etc.*
- Responsible for communication of programs to church and community.
 - *Church calendar, bulletin, emails to parents and students, website, etc.*
- Working, communicating, reporting, and planning with youth team specifically and staff team generally.
 - *Planning specifically the curriculum and teaching components for high school programs.*
- Communicating with the leaders of the high school programs on a regular basis
 - *Encouraging, coaching, resourcing, praying and loving them.*
- Communicating with the parents of the high schoolers on a regular basis
 - *Events, programs, trends, camps, expectations, etc.*
- Communicating with the leaders of the high school programs on a regular basis
 - *Encouraging, coaching, resourcing, praying and loving them.*
- Carry out other duties/tasks as may be assigned by supervisor in accordance with youth program requirements, directives, initiatives, etc.

Program Leadership:

- Overseeing the ongoing youth programs ensuring they are carried out in a Godly, professional, and timely manner, as well as being highly visible at youth events and programs.
- Serving as the principal creator, planner, and leader in all high school programs as well as developing current and prospective leaders for high school ministry.
 - *Programs such as: Sunday morning, small groups, and outreach events*
 - *Annual events: Senior Retreat; Senior Sunday; mission trip; summer camp*

- *Training and nurturing current leaders as well as seeking out new leaders throughout the year*
- Ensuring that all major events are carried out in a way that leaves the students more eager about taking steps toward following Christ, leaves the parents confident that their children are being faithfully and creatively nurtured, and leaves the volunteers with a sense that they have made enough of a difference that they are eager about serving in the youth ministry in the future.
- Serving as the co-leader in combined MS and HS youth programs/events.
 - *Fall Kick-Off; Fall Retreat; eXtreme Retreat; mission projects*
- Heading up the leadership recruitment of Sunday school teachers and small group bible study leaders, while also creating training and growth opportunities so that all active volunteers are given the best resources for their involvement in the youth ministry.
- Co-leading Confirmation, specifically leading the parent-track component and co-leading the Confirmation Retreat.
- Assisting in certain church-wide programs and events.
 - *e.g. Community Fall Fest, Advent and Lenten programs, mission outreach events, and Vacation Bible School.*
- Collaborating closely with other functions of the church, particularly the one's that overlap with youth, i.e. 96:1 youth choir, exceptional children's ministry, etc.

Relational Ministry:

- Spending quality time with students and their families outside of church program on a weekly basis.
 - *With specific attention to those on the fringe or those who have become inactive.*
- Leading at least one small group.
- Leading the high school leadership team.
- Spending time with the high school leaders outside of church programs on a bi-monthly basis.
 - *For encouragement, equipping, praying, and nurturing them.*
- Investing in the students' community through volunteering.
- Building relationships with other student-based ministries in the area.
- Preparing and equipping students to live a faithful, God-centered life following high school graduation.
- Maintaining and investing in students who have graduated in the past 4 years still living in the local area.

Knowledge, Skills and Abilities

The Director of Youth Ministry should exhibit the following:

- Strong and growing faith in Jesus Christ and knowledge of the Scriptures
- Love for and ability to teach students as well as passion and ability to help students grow in faith and knowledge
- Ability to earn trust and respect of parents as well as offer them support
- Interpersonal skills, organizational skills, and the ability to handle several tasks simultaneously
- Ability to befriend, recruit and nurture teachers and leaders

- Support the mission and vision of Roswell Presbyterian Church as well as possess the ability to offer tactical implementation of the church's strategic goals.
- A commitment to the Reformed tradition
- Minimum two years experience in Youth Ministry and possessing a bachelor's degree.
- Additional formal theological training is desirable

PERFORMANCE EVALUATION

The Personnel Ministry in conjunction with the Senior Associate Pastor for Discipleship shall conduct performance evaluations on an annual basis. This same group shall also review compensation for its adequacy and make recommendations for action to the appropriate bodies.

CHANGES/MODIFICATIONS

This job description may be amended under the direction of the Senior Associate Pastor of Discipleship, Senior Pastor, and the Personnel Ministry.