

WESTMINSTER PRESBYTERIAN CHURCH

Position: Director of Youth Ministries

Reports to: Church Educator

Indirectly reports to: The Session

General Job Description:

To direct and lead youth programming for Elementary, Middle, and High School age youth. The Director of Youth Ministries shall seek to foster the Christian community through building relationships with young people that strengthen their commitment to the church and growth in faith to Jesus Christ.

Scope:

1. Provide leadership for and function as the primary staff person relating to youth and children's ministry at WPC, acting as a resource and providing ongoing direction and recommendations to the Christian Education Committee, the Church Educator and the Pastor.
2. Works closely with the Church Educator to maintain and enhance the church school youth educational programs.
3. Assist and provide direction for Vacation Bible School and Mission Kids Summer programs, as well as special events including but not limited to Fall Festival, Advent, High School grad lunch, etc.
4. Review and recommend curriculum and act on those recommendations once approved.
5. Oversee the recruitment and training of adult volunteers to work with appropriate age groups.
6. Plan and implement age appropriate activities for youth that promote community through fellowship, fun and faith development. Such activities might include, but are not limited to musicals and presentations, small group Bible study, retreats, mission and service projects.
7. Maintain the Resource Room and Educational Bulletin Boards.
8. Work with the Church Educator, Pastor and Session in the preparation of an annual budget.
9. Oversees and coordinates fund raising activities that support special youth activities and trips.
10. Promotes Christian service through age appropriate service projects, as well as service to the larger church.
11. Be a part of the worship community at WPC on a regular basis.
12. Actively recruits new members into the youth program and works to get these young people assimilated.
13. Attend staff, committee, and Session meetings and any other meetings as required.
14. Be in contact with the office staff and provide timely and accurate schedules of youth activities for inclusion in the church bulletin, newsletter, website, Facebook, or other venues.
15. Provides monthly reports for the Session and a year-end report for the congregation.
16. Encourages young people to participate in all facets of the community of faith, including worship, choir, educational opportunities, youth activities, VBS, service projects, etc.
17. Refers prospective families for church membership and circumstances where follow up may be required by the Pastor.
18. Coordinates presentation of the Children's Message during Sunday worship services.
19. Assists the staff with the production of Monthly Newsletter, weekly bulletin inserts, weekly children's bulletins, and local newspaper articles.
20. Recommends special educational events for specific groups, the congregation, and the community.
21. Be a resource and offer recommendations for child care in the nursery.

Miscellaneous:**Hours:**

This position requires considerable flexibility in hours available for work, and will include evenings and weekends. The position is a full time, salaried position, based on a 40 hour work week.

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, WPC seeks 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 willing to generate new ideas and programs and a person who values a team concept of ministry. The following qualifications are desirable:

1. Youth and family ministry, and previous experience in youth ministry.
2. The ability to work with young adults.
3. Exceptional organizational skills.
4. College degree preferred.

Continuing Education:

To be negotiated per annum with prior approval from the Pastor and the Session. Continuing Education monies can be carried over for one year only, but the total amount spent in any one year may not exceed the amount budgeted in the current and preceding years. Any continuing education must be related to the job function.

At Will Employment

In accordance with the laws of the State of Arkansas, The Director of Youth Ministries employment is considered At Will. The Youth Director's employment may be terminated with a thirty (30) day notification by either the Youth Director or Westminster Presbyterian Church.