

*Presbyterian Church in America*  
Ministry Opportunity Form

Job Title Assistant Youth Director

**Contact Info**

Church Name Kirk of the Hills

Website www.kirkofthehills.org Presbytery Missouri

Address 12928 Ladue Road

City Saint Louis State MO Zip 63141

Contact Name Rev. Michael Hall

Telephone 314-434-0753 Email mhall@kirkofthehills.org

Search Committee Chairman RE Jack Schaffner, RE David Thomas

**Job Description** (information limited to the box size)

See following pages

For church use only: Once completed please email to [pastorsearch@pcanet.org](mailto:pastorsearch@pcanet.org).

Revised November 2009

**KIRK OF THE HILLS PCA  
ASSISTANT YOUTH DIRECTOR**

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**I. The ideal person for this position is one who:**

- ❖ Has a growing commitment to Christ and His word, to Christ and His Church, and to Christ and His work in the world
- ❖ Is Gospel-driven, that is, understands that the Gospel of Jesus Christ is that which comforts them in life as well as calls them into ministry. It is both their motivation for ministry as well as the content they seek to share
- ❖ Is committed to the vitals of reformed theology as embraced and affirmed by Kirk of the Hills and the PCA.
- ❖ Understands and is committed to the vision and mission of Kirk of the Hills PCA, especially as it is applied within the youth ministry
- ❖ Is or is willing to become a member of KOTH, thereby placing himself under the leadership and oversight of the KOTH Session
- ❖ Is self-driven to build relationships with students (not program-driven)
- ❖ Has earned at least a bachelor's degree
- ❖ Senses a call to youth ministry through the church
- ❖ Has some youth ministry experience, preferably through the church

**II. Purpose of This Position:** The AYD will be a male who, along with the Girl's Discipleship Coordinator, will work with the Youth Minister to plan, coordinate, and develop the ministry to youth & families, with emphasis on JrHi programming.

**III. Responsibilities**

- ❖ Public Ministry (40%)
  - Sunday AM & Sunday PM activities: Regular attendance, welcoming and connecting with students, primary JrHi Sunday AM teacher
  - Lead a JrHi Discipleship Group
  - Participate in all JrHi (and on occasion, SrHi) large group activities, camps, conferences, & mission trips
- ❖ Private Ministry (40%)
  - Weekly "contact ministry" with JrHi students and their families (lunches, dinners, phone calls, emails, letters, post cards, school events, etc.) This time is spent investing in relationships AND leading students to a greater trust in Christ as Savior
  - Regular "contact ministry" with JrHi leaders (interns and volunteers) for equipping & encouragement

- ❖ Administration (20%)
  - Attend weekly staff meetings with interns & Youth Minister for contact ministry accountability and general ministry planning
  - Attend & help prepare for “Family Nights” (for all YM staff, interns, & volunteer leaders)
  - Attend & help prepare for monthly Youth Nurture Team meetings
  - Work with the Administrative Assistant as well as delegate various responsibilities to parents, volunteers and interns as follows:
    - Assist in preparing all brochures for trips, conferences, etc.
    - Assist in preparing snack & meal provider lists for all JrHi & SrHi
    - Assist in updating bulletin board(s), Clarion articles, web page, etc.
    - Assist with various other administrative tasks (room reservations, calendars, supply purchasing, updating phone & email lists, etc.)
  - Assist with various short or long-term projects

#### **IV. Accountability and Oversight**

- ❖ Minister of Youth
- ❖ Youth Ministry Ruling Elders
- ❖ Session

#### **V. Duration, Remuneration, Vacation**

- ❖ Full Time employment w/ benefits
- ❖ Annual starting salary TBD with Personnel Committee approval
- ❖ Vacation: 18 workdays & 4 Sundays per calendar year
- ❖ Time off: 1 day each week is expected to be taken ‘off’