

ASSOCIATE PASTOR – YOUTH & FAMILY MINISTRY

Position Description

PURPOSE

To provide spiritual oversight and care, direction, and management of the Youth and Family Ministry; to lead, nurture, encourage, and disciple young people in their relationship with Jesus Christ; and to develop and manage a full ministry for the families of this congregation.

QUALIFICATION

Should be an ordained Christian minister in the reformed tradition and to possess a strong desire and commitment to know and follow Jesus Christ.

Should deliberately live a spiritually mature and transparent faith in Christ before the world.

Should actively evidence a commitment to personal study of Scripture, prayer and worship through the life and ministry of this church.

Should be a witness to the love of God found in Jesus Christ in ALL times and in ALL places --- understanding that youth during their spiritual formation are an observant group of people, both in church meetings and in public settings.

Should have proven experience in youth ministry and have a demonstrated heartfelt love for youth and their understanding of the Gospel, as well as the necessary relational skills to communicate that Gospel in order to equip, encourage and partner with youth and families.

Should have a broad range of administrative skills in order to lead and manage youth staff, internal and external leaders and volunteers, all the while functioning as an integral part of the Church staff.

ACCOUNTABILITY

The Associate Pastor shall report directly to the Senior Pastor, under the supervision of the Session of the Church through its Christian Education and Personnel Ministry Groups and with program/ministry coordination in conjunction with the Director of Christian Education.

REVIEW

Annual review shall be with the Senior Pastor and under supervision of the Personnel Ministry Group and the Session. This review shall be consistent with the Personnel policies prescribed in the Personnel Manual for the effective achievement of church goals and for the purpose of making recommendations for call changes to the Budget Committee, Board of Deacons, and ultimately to the Session. The Personnel Ministry Group shall use position descriptions, Head of Staff recommendations, review of chairpersons of responsible Ministry Groups, salary surveys, personal observations, and business economic data for input in this evaluation.

MINISTRY RELATIONSHIPS

STAFF

Serve with and under the leadership of the Senior Pastor and with other church staff.

Attend faithfully Staff meetings.

Plan and coordinate creatively with the Church staff for the achievement of goals and for the purpose of oneness in the Body.

CONGREGATION

Serve before the congregation, and alongside the Senior Pastor and other ordained ministers, as a Minister of the whole Church family.

Participate regularly in the overall life of the Church.

GOVERNING BODIES

Attend faithfully Session (and Diaconate) meetings.

Attend and fulfill commitments of Presbytery; and of General Assembly, as requested.

MINISTRY GROUPS

Attend and provide leadership for those Ministry Groups related to the assigned areas of ministry and involvement.

YOUTH and FAMILIES

Provide spiritual leadership and ministry to youth, youth leadership, and families of the congregation.

MINISTRY ASSIGNMENTS

YOUTH

Direct and manage the Youth and Family Ministry toward the fulfillment of the goals and objectives set forth in the Church's "Youth Ministry Mission Statement."

Provide spiritual leadership and ministry to youth through the Sunday School program, youth fellowship groups, Bible study groups, and any other developed programs.

Devote full attention to the Youth Ministry to ensure its proper operation in coordination with other ministries/programs of the Church.

**Establish personal, trusting relationships with youth by:
visiting youth frequently in their schools and homes;**

attending extracurricular activities in which youth are involved;

providing pastoral care to youth and making referrals for counseling when deemed appropriate (always conferring with and prior to any referral and keeping informed the Senior Pastor.

Plan and direct activities, such as retreats, recreation, fellowship, music, and other special opportunities to strengthen the spiritual maturity and fellowship of youth.

Provide a leadership model for chosen youth to provide input into the ministry and to provide training for these leaders in order to facilitate a “student-owned ministry.”

YOUTH LEADERSHIP TEAM

Recruit adults to serve on the Youth Leadership Team, ensuring that those who serve are spiritually mature to serve as models and mentors and who meet the established standards set by the Session.

Provide youth leaders with training opportunities to develop their equipping gifts and skills.

Encourage these youth leaders in their personal lives and walks with Christ.

FAMILIES

Develop an identifiable ministry to families within the congregation, stressing the Christian character of family life.

Provide teaching resources for the growing of Christian parents who will build and provide secure and stable family environment for their household.

Provide means by which parents are actively involved in the ministries for children and youth.

COLLEGE

Work creatively and cooperatively with available resources and leadership to develop a ministry to college students.

TEACHING

Teach seminars and Bible studies for Sunday School classes, Wednesday Family Night, or special series.

PREACHING/WORSHIP

Participate in worship leadership as assigned by the Senior Pastor.

SPECIAL SERVICES

Participate in special worship services (i.e., New Year's Eve, Maundy Thursday, Thanksgiving, Christmas Eve) as assigned by the Senior Pastor.

Officiate at weddings, baptisms, and funerals as requested by families and as assigned or approved by the Senior Pastor.

PASTORAL/COUNSELING

Participate in the regular assignment of pastoral care in the congregation with other staff and as directed by the Senior Pastor.

Provide counseling to church members who come or are referred and making referrals to professional counselors when appropriate, always with and informing the Senior Pastor.