

## **WESTMINSTER PRESBYTERIAN CHURCH INDIVIDUAL JOB DESCRIPTION**

**POSITION:** Minister to Youth and Families

**SUPERVISED BY:** Senior Minister and the Session

The Minister to Youth and Families is responsible to the Senior Minister and the Session of Westminster Presbyterian church. This accountability shall be maintained through regular meetings and personal consultations.

The Minister to Youth and Families is to lead, organize, and structure the Junior High and Senior High Ministries in such a way as to make disciples of the Lord Jesus Christ in an atmosphere that is challenging, exciting, creative, and inviting. This person shall oversee all activities and maintain primary responsibility for tracking all the Junior High and Senior High level.

He shall have an interest in coming to know the parents of the students who are a part of the ministry, and will cultivate a supportive partnership with the parents of our church in our mutual nurture of covenant children.

He shall be responsible for developing, planning, and coordinating the entire Student ministry of the church, under the direction of the Senior Minister and the Session. He will give spiritual leadership and oversight to the entire student ministry.

**Primary Qualifications. This person must exhibit:**

- A personal relationship with Christ and a love for the people of God and for the church.
- A commitment to, and a basic understanding of, Reformed Theology as it informs and frames the work of ministry in the church.
- A self-starting initiative, creativity, and confidence to carry each task independently and through to completion.
- A teachable, pliable, and flexible spirit in the work of ministry; display integrity and maturity in decision-making and discernment.
- Good relational skills as well as mature interpersonal skills to work with and relate to congregation members and staff.

**Primary Responsibilities. Work closely with the Senior Minister to:**

- Love the students of our church; live the Christian life out before and with them; proclaim to them the Gospel; teach them the truth of Scripture; pray fervently with and for them; cultivate a Gospel-derived discipleship among all the students; invest in cultivating the spiritual maturity of those with evident potential for leadership and service; assist, encourage and support parents in the Christian nurture of their children.

- Plan and execute a carefully conceived program of ministry to and for all student levels during the course of the year. Superintend all student activities such as retreats, overnight trips, special events, mission trips, banquets, conferences, large group meetings, discipleship groups, Sunday School classes, one-on-one relational work, service projects, etc.
- Develop and maintain a Youth and Family Ministries web link (and site) on the WPC website. This site shall include photographs, articles, music, etc.
- Communicate efficiently and effectively with our parents and youth, ensuring that our parents are well informed of all activities, opportunities, responsibilities, needs, and in other calendar-related matters.
- Cultivate appropriate parental participation in and support of the Youth Ministry, and develop other members of the congregation for involvement in Youth Ministry.
- Oversee Junior High and Senior High programs on Sunday and Wednesday evenings.
- Maintain a student office and keep certain working hours as determined by the Senior Minister.
- Maintain a close relationship and fellowship with the youth *and* families of the church.
- Assist in worship services when assigned by Senior Minister.
- Coordinate the Student Ministry program with all other ministry areas in the church so as to avoid conflicts.
- Recruit and notify chaperones of student activities including Wednesday activities, Junior High and Senior High special activities, and RYM.
- Submit and monitor the Youth and Families Ministries budget.
- Collect and submit monies relating to the student activities to the Business Office.
- Perform any other duties or responsibilities as assigned by the Senior Minister or the Session.

**Send email information to: [dmccuan@wpcgreenwood.org](mailto:dmccuan@wpcgreenwood.org)**

**Website: [www.wpcgreenwood.org](http://www.wpcgreenwood.org)**