

Dear Candidate,

Thank you for your interest. We are praying that God will guide us as we seek His choice for the position, someone committed to reaching youth for Jesus Christ with the goal and purpose of glorifying God in all areas of life.

The application process is as follows:

Prayerfully complete the application to the best of your ability and provide references.

Please return the application to the attention of:

John Cavallaro
Youth Minister
Evangelical Presbyterian Church
710 Ridgely Ave
Annapolis, MD 21401

Or email to jcavallaro@epannapolis.org

Please call me at 410-266-8091 (ext. 123) or cell 410-507-3934 if you have any questions concerning the information in this packet or for any other details concerning our program.

After receiving your application, I will contact you to schedule an interview.

Again, thank you for taking the time to consider being a part of the Lord's ministry here.

In His Grace,

Youth Minister
Evangelical Presbyterian Church

Female Youth Assistant Application:

Please fill out the following application and return to:

John Cavallaro, Youth Minister
Evangelical Presbyterian Church
710 Ridgely Ave, Annapolis, MD 21401

Include with your application:

1. A current resume
2. Completed questions which are attached to this application

Name _____ Phone Number _____

Address _____

Email address _____

Social Security Number _____

State/Driver's License Number _____

College/Seminary Students: Please provide college address and phone number.

College/Seminary Name _____

Address _____

City _____ State _____ Zip _____

Phone _____

Church you regularly attend: _____

Church Address _____

How long have you been attending this church? _____ Member? Yes ___ No ___

List the names and addresses of the churches you have attended during the last five years.

Marital Status: Single ___ Married ___ Separated ___ Remarried ___ Widowed ___ Engaged ___

Within the past ten years, have you been convicted of a felony? (Do not include convictions that were sealed, eradicated, erased, or expunged; convictions that resulted in referral to a diversion program; or marijuana-related convictions that are more than three years old.) Yes ___ No ___

If yes, please explain so that individual circumstances can be considered. _____

**Evangelical Presbyterian Church of Annapolis
Position Description**

JOB DESCRIPTION

Title: Female Youth Assistant

Reports To: John Cavallaro (Youth Minister)

Peers With: Middle School Coordinator, College Coordinator

Salary and Benefits: The position will pay up to \$31,600/year. Additional benefits include Dental and Medical Insurance, Long Term Disability Insurance, Term Life Insurance, two (2) weeks annual paid vacation, and opportunities for professional development.

Purpose: Annapolis EP is looking for a full-time female youth assistant to join its youth ministry staff. The Female Youth Assistant is generally responsible for working with the Youth Minister to lead and direct the church's ministry to our High School students and their friends - particularly focusing on the discipleship of girls. Applicants must be mature Christians who are firmly planted in the Gospel. The position is best fit for a woman who feels called, or is discerning a call to a career in ministry

Overall Responsibilities:

Discipleship (60-70% Time): Applicants should demonstrate strong interpersonal skills as they seek to grow, discipling relationships with high school students and recruit and encourage adult volunteers to use their gifts to shine Christ's love into the lives of the students of AEP. The Applicant should also be able to support Sunday School and high school Bible Studies that promote growth toward spiritual maturity - teaching the foundational truths of the faith, helping students to become "self-feeders" from God's word, challenging students to wrestle with the deeper doctrines that strengthen assurance of salvation and equip for faithful living, leading, and serving into adulthood.

1. Foster a welcoming environment for students, helping to build positive peer-to-peer relationships in the senior high...
2. Develop a "core group" of female student leaders, aimed at training and equipping them to do Gospel work.
3. Model an evangelistic lifestyle by being available to contact churched and unchurched students.
4. Support Youth Minister in promoting community between the entire Church and the senior high students.
5. Facilitate involvement in service projects or short-term mission projects that engage students in cross-cultural settings.
6. Assist Youth Minister in recruiting, equipping, and supporting others to teach and lead in the Youth Ministry, focusing on ministry to girls. Build relationships with female leaders (parents, summer interns, etc.), taking time to connect with, encourage, and empower them.
7. Lead Bible Studies and teach in coordination with Youth Minister.

Administrative (15-20% Time): An outgoing, welcoming, and warm personality is important, as is the drive to collaborate as an essential part of the youth ministry team. A strong background in event planning is desired, and organization and administrative skills are essential.

1. Support periodic retreats and camps for students to "come away" and be challenged toward spiritual growth and service.

2. Assist Youth Minister with activities that encourage outreach, evangelism, and service as a lifestyle for our youth.
3. Coordinate all event registration for high school.
4. Coordinate Welcome Table for various events.
5. Assist in tracking attendance at senior high events.
6. Work with Church Database Manager to maintain youth database – adding new students, ensuring accuracy over time, categorizing by groups and subgroups.
7. Manage high school event calendar – making sure to integrate with church-wide calendar. Book spaces for gatherings and events.

Communications (15-20% Time): The Youth Ministry is a vital part of the overall church ministry, and seeks to conform to the current policies, goals and strategies being used to connect with the Community. The Applicant will be the person responsible for working with the Church Communications Coordinator to manage the youth ministry's communication efforts.

1. Coordinate all social networking platforms.
2. Oversee ministry web page.
3. Oversee all print and digital projects.

“Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you. And surely I will be with you always, to the very end of the age.” Matthew 28:19, 20

Name	Position	Relationship to Applicant	Phone #	Email Address

Applicant: Please give one of these to each of your references to be mailed back to the church in the envelope provided. Thank You

CONFIDENTIAL REFERENCE QUESTIONNAIRE
Evangelical Presbyterian Church of Annapolis

Candidate: _____

1. How long have you known the applicant? _____ In what capacity? (i.e. your relationship) _____

2. How would you characterize this person's walk with Christ? _____

3. How do you feel about his/her emotional and physical ability to handle the responsibilities involved in providing care to adolescents?

4. Have you observed him/her with adolescents? _____ If so, in what situations? _____

5. What particular skills does he/she have in dealing with adolescents? _____

6. In your opinion, does this person anticipate tasks to be done and then do them or are they in need of constant direction for tasks?

7. Have you had an occasion to observe this person's response to correction? _____ How did he/she handle it? _____

8. How does this person respond to authority? _____

9. Please respond to the following statements by marking at the appropriate place on the sliding scale.

This person follows through with assigned tasks.

Almost Always _____ Sometimes _____ Never _____ Don't Know _____

This person focuses on tasks they enjoy and puts off tasks they are less enthusiastic about.

Almost Always _____ Sometimes _____ Never _____ Don't Know _____

This person communicates well with adults.

Almost Always _____ Sometimes _____ Never _____ Don't Know _____

This person communicates well with adolescents.

Almost Always _____ Sometimes _____ Never _____ Don't Know _____

This person is prone to procrastinate.

Almost Always _____ Sometimes _____ Never _____ Don't Know _____

This person is dependable. (i.e. Will they do what they say they are going to do?)

Almost Always _____ Sometimes _____ Never _____ Don't Know _____

This person has healthy relationships with the opposite sex.

_____ Healthy _____ Unhealthy _____ Don't Know _____

Please use the back of the sheet for any additional comments you may have. THANK YOU!

Signature

Position

Date

Address, City, State, Zip

Phone Number

Email address

Mail to: Evangelical Presbyterian Church of Annapolis, 710 Ridgely Ave, Annapolis, MD 21401 Attn: Youth Minister