YOUTH AND FAMILY DIRECTOR
JOB DESCRIPTION

POSITION: YOUTH AND FAMILY DIRECTOR

ACCOUNTABLE TO:
Unordained Staff: The Session, with the Executive Director being the Session’s Liaison
Ordained Staff: The Session, with the Senior Pastor being the Session’s Liaison

PURPOSE: To serve Timonium Presbyterian Church (TPC) by developing, coordinating and implementing a comprehensive youth (middle/high school) and family program with a focus on teaching, balanced with fellowship, service and mission opportunities.

PRIMARY DUTIES AND RESPONSIBILITIES: (In concurrence with the duties and responsibilities set forth in Scripture, the Presbyterian Church in America’s (PCA’s) Book of Church Order, and TPC’s Bylaws and policies.)

1. Evaluate current TPC youth & child ministry offerings, provide recommendations, and implement steps to accomplish goals for current and future youth ministry.
2. Teach and oversee various youth Sunday School classes and small group Bible studies.
3. Lead effective student growth through fellowship worship, bible studies, discipleship, evangelism, mission opportunities, and community service.
4. Engage regularly with TPC’s youth and their families through fun activities and relationship building initiatives, including the strengthening of relationships between covenant families.
5. Establish healthy, effective and efficient communication channels with parents to encourage student’s faith, growth and participation in youth activities.
6. Assist church leadership in recruiting, mentoring and equipping volunteers to support the youth ministry.
7. Regularly update parents on ministry strategies and plans to encourage parental involvement.
8. Provide pulpit supply occasionally, but only if qualified (licensed/ordained).
9. Other responsibilities may be assigned by the Executive Director, Executive Staff, and the Session.

QUALIFICATIONS:
1. Strong and growing Christian faith, centered on the glory of God and the doctrines of grace.
2. At least 3 years of significant and successful experience in developing youth/student ministries, paid or unpaid.
3. Exceptional interpersonal, and strong written and oral communication skills.
4. Strong leadership skills, with a vision and passion to connect and to disciple youth.
5. Ability to maintain trust and biblical confidentiality.
6. Able to work flexible hours.
7. Pursuing related degree and/or further education desired.
8. May or may not be a teaching elder, but must be able to affirm (as appropriate) the Questions for Ordination as stated in our denomination’s Book of Church Order (BCO 21-5). See also 1 Timothy 3:1-13 and Titus 1:5-9.
9. If serving in an ordained position, then the candidate must receive a call from the congregation of TPC (BCO 20-1; 22-2; Appendix J).

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COMPETENCIES:
1. Possesses strong Christian character (hard-work, teamwork, honesty, peacemaking, integrity).
2. Outgoing personality that can easily engage with children, youth and adults.
3. Is sensitive to the needs and pressures of teens with the ability to offer biblical wisdom and to provide appropriate resources.
4. Enjoys the challenges of youth ministry and desires to collaborate with families to benefit the student(s).
5. Ability to assess current ministry structure and provide a plan that ensures a smooth transition.
6. Adapts well to the changing needs in a daily and a weekly schedule and can adjust appropriately.
7. Approachable while recognizing and maintaining appropriate boundaries of position as leader and mentor.
8. Can collaborate with multiple leaders and teams to accomplish a variety of goals.
9. Savvy in digital communication and knowledge of social media.

PHYSICAL AND MENTAL REQUIREMENTS: Must be physically and mentally able to fulfill all the duties required by the position.

LOCATION WHERE DUTIES WILL BE PERFORMED: Various

ENVIRONMENTAL CONDITIONS: Various

*September 2019*

**The above job description is intended as a guide only and should not be interpreted as a complete list of the duties of or qualifications for this job.**