

PASTOR OF YOUTH & FAMILY JOB DESCRIPTION OVERVIEW

Qualifications

- A man with a passion and giftedness for Youth & Family ministry
- A candidate whom is ordained or seeking ordination in the PCA who meets the qualities of an Elder as found in 1 Timothy 3 and Titus 1
- A man who embraces the MCPC vision for Youth & Family ministry

Responsibilities

- Oversight of Youth & Family Ministry and Administration (90% of time)
- Assistance to Senior Pastor in areas of worship, preaching, teaching, discipleship shepherding, training/equipping and Church leadership (10% of time)

If interested Contact

- Rev. Richard Thomas, Senior Pastor- rmt@mtcalvary.org

DETAILED PASTOR OF YOUTH & FAMILY MINISTRY RESPONSIBILITIES:

Program Oversight

- Wednesday Night Study (Weekly - year round)
- Sr. & Jr. High Sunday School (Weekly - year round)
- SPUR Discipleship Groups (25 weeks – Winter, Spring, Fall)
- Youth Ministry Team (Monthly as needed)
- Hire & oversee intern(s) in conjunction with our Senior Pastor (8-10 weeks in summer)

Teaching Ministry

- Assist in Worship (Occasionally)
- Jr. & Sr. High Wednesday Night Study (Weekly - year round)
- Sr. High Sunday School (Weekly - year round)
- Develop SPUR sermon discussions (25 weeks a year)
- Sub for SPUR leaders as needed (Weekly)
- High School Breakfast Devotional (Weekly)
- Special Activities, Social/Outreach/Events (Bi-Monthly)
- At Schools upon invite (FCA etc.) (Quarterly)
- Preach (10-12 times yearly @ MCPC)
- Preach upon request at sister churches (4-6 times yearly)
- Parenting Seminars (Monthly - Winter, Spring, Fall)
- Assist at Officer's Retreat (Yearly)
- Assist with Funeral, Sacraments, etc. (As called upon)

Contact Ministry

- High School Bible Study Breakfast (Goal is 1 Weekly – Feb. – May & Sept. - Dec)
- Attend Youth Sport Events (As Able)
- Counseling (Weekly as called upon)
- Youth Group Events (Twice a month – Fellowship/Service/Outreach/Discipleship)
- Student Activities (Bi-Monthly – sports, concerts, etc.)
- Discipleship (Quarterly 2-8 weeks as discerned)
- Youth & Family Visits (As discerned necessary)
- Hosp./ Pastoral visit (As needed)
- Discipline cases (As needed)
- Emergency (As called upon)

Camp/Retreat Ministry (involving ministry of presence and leadership)

- MCPC March Madness Basketball (Adult vs Youth in March)
- Jr. High Camp Plan & Prep
- Sr. High Conference Counselor
- Fall Retreat Plan & Prep & Counselor
- Misc. Retreat Plan, Prep & Counselor (typically two retreats (middle/high school) in winter/spring)
- Family Camp Out at the Church (every two years)
- Mission Trip Plan, Prep & Counselor (As needed and available)
- General Assembly
- Training Conferences (Every other year)

Youth & Family Administration

- Child Protection Policy & Adult Background checks (Monthly as needed)
- Staff Meetings (Weekly)
- Email/Church Call-Out Communication (Weekly as needed)
- Website Maintenance (Weekly as needed)
- Email Communication with Leaders/Parents (Weekly as needed)
- Youth Budget Oversight (Monthly)
- Session Meeting & Communication/Props (Monthly)
- Diaconate Communication (Monthly as needed)
- Student Ministry Calendar (Quarterly)
- Ministry Team (Agendas & Reports) (Quarterly)
- Coordinate Wednesday night curriculum (Twice yearly)
- Coordinate Special Activities (Monthly – All year)
- Coordinate Camps (2 in summer)
- Coordinate Mission Trip (1 in summer if discerned possible)
- Mission Trip Training (4-6 weeks if involved)
- Coordinate Retreats (1-2 yearly)
- Coordinate Special Programs (BTS, Grad Sunday, Family nights, etc.) (Every other month)
- Coordinate Youth Retreat Center Use (As needed)
- Coordinate Church Bus Use (As needed)
- Coordinate Church Basketball for High School Students (Occasionally as desired)
- Coordinate and develop Ministry leaders (As needed)
- Budget: Account for current year & Propose for next year to finance committee (Yearly – Usually in September)