

# Briarwood Presbyterian Church

## POSITION QUESTIONNAIRE

POSITION TITLE: Junior High Director	REPORTS TO (Position Title): Youth Pastor		
EMPLOYEE NAME:	EMPLOYEE SIGNATURE:	DATE: 6/1/21	
DEPARTMENT: Youth Ministries	APPROVALS (Initials) BY:                      DATE:	BY:	DATE:

### I. POSITION SUMMARY

Personally ministers to our entire Jr. High covenant students, which includes 150 members/covenant children of members on roll. Responsibilities would include Sunday School, youth group activities, small groups, retreats, and personal ministry.

### II. POSITION REQUIREMENTS

**EDUCATION / EXPERIENCE** - College graduate; seminary degree or in the process of pursuing a degree; previous experience working with youth.

**KNOWLEDGE** - Understanding of biblical and reformed theology; knowledge of ministry to Jr. High school students; well-informed about the current youth culture and issues; training needed to develop a strategic ministry; management principles for staff and ministries; financial principles for budgeting.

**SKILLS** – Strong leader; relational; a communicator to youth; passion for Junior High students to know Christ; organization; computer literate.

### III. POSITION RESPONSIBILITIES

MAJOR RESPONSIBILITIES
1. Personally ministers to and shepherds all of our Jr. High school students. This includes shepherding, discipling, counseling, and leadership development.
2. Leads, plans, oversees, and implements a complete ministry to our Jr. High covenant students including programming, discipleship, ministry opportunities, and leadership development. This all includes managing a full-time female staff.
3. Developing a ministry plan to reach inward and outward using parent, volunteer, and student teams.
4. Performs any administrative duties for Briarwood Youth Group to ensure such duties are handled in an effective and efficient manner.
5. Meets regularly with the Youth Pastor to keep him informed, to discuss upcoming plans, and to evaluate the direction and effectiveness of the ministry.

jshaw@briarwood.org