



WINNING • EQUIPPING • SENDING

## YOUTH AND FAMILY ASSISTANT PASTOR JOB DESCRIPTION

**POSITION:** Youth and Family Assistant Pastor (See PCA's *Book of Church Order*, 22-3)

**ACCOUNTABLE TO:** The Session, with the Senior Pastor being the Session's Liaison.

**PURPOSE:** To serve Timonium Presbyterian Church (TPC) in ministry and life with an emphasis on developing, coordinating, and implementing a comprehensive youth (*middle/high school*) and family program focused on discipleship, balanced with fellowship, service, and mission opportunities.

**PRIMARY DUTIES AND RESPONSIBILITIES:** (*Must abide by duties and responsibilities in Scripture, the Presbyterian Church of America (PCA's) Book of Church Order (BCO), and TPC's Bylaws and policies.*)

1. Evaluate TPC's current youth ministry offerings, provide recommendations, and implement steps to accomplish goals for current and future youth and family ministry.
2. Provide oversight to our covenant children's ministry pipeline and support the growth of this group by cultivating relationships within the church and the local community.
3. Create and grow relationships with current ministry leaders, youth, and their families.
4. Build a process in the youth ministry that produces a healthy culture of disciple-making.
5. Teach and oversee various youth Sunday School classes and small group Bible studies.
6. Lead effective youth growth through discipleship, fellowship, worship, bible studies, evangelism, mission opportunities, and community service.
7. Engage regularly with TPC's youth and their families through fun activities and relationship building initiatives, including the strengthening of relationships between covenant families.
8. Establish healthy, effective, and efficient communication channels with parents to encourage their youth's faith, growth, and participation in youth activities.
9. Plan, organize, and implement the weekly youth gatherings.
10. Proactively plan out the youth calendar to develop community, relationships, fellowship, and spiritual growth.
11. Assist church leadership in recruiting, mentoring, and equipping volunteers to support the youth ministry.
12. Train and equip others to connect with the youth and their families in Assistant Pastor's absence.
13. Regularly update parents on ministry strategies and plans to encourage parental involvement.
14. Participate in Presbytery youth retreats, and other regional youth activities.
15. Help lead worship as needed.
16. Serve as pulpit supply for the Senior Pastor as needed.
17. The Executive Staff, and/or the Session, may assign other responsibilities.

***(Continued on back of page)***

**QUALIFICATIONS:**

1. Must be able to pass Chesapeake Presbytery's ordination requirements and procedures (BCO 21-4).
2. Must be able to affirm 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.
3. Must have a maturing faith centered on the glory of God and the doctrines of grace.
4. Must be gifted in relating to youth and families.
5. Must be a person of integrity and above reproach when interacting with youth and their families.
6. Must exhibit healthy boundaries with youth and their families (accountability, physical and time boundaries, social media boundaries, etc.).
7. Must pass a background check and successfully complete TPC's Youth Screening process.
8. Must have at least 3 years of significant and successful experience in developing youth ministries, paid or unpaid.
9. Must have exceptional interpersonal skills, and strong written and oral communication skills.
10. Must have strong leadership skills, with a vision and passion to connect and to disciple youth.
11. Must be able to maintain trust and biblical confidentiality.
12. Must be able to work flexible hours.

**COMPETENCIES:**

1. Possesses a strong Christian character (hard-work, teamwork, honesty, peacemaking, integrity).
2. Outgoing personality that can easily engage with children, youth, and adults.
3. Articulate and effective at public speaking.
4. Sensitive to the needs and pressures of teens with the ability to offer biblical wisdom and to provide appropriate resources.
5. Enjoys the challenges of youth ministry and desires to collaborate with families.
6. Ability to assess current ministry structure and to provide a plan that ensures a smooth transition.
7. Adapts well to the changing needs in a daily and a weekly schedule and can adjust appropriately.
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

**\*\*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.\*\***

**TO APPLY:** Email *Cover Letter*, *Resume*, and *MDF* to: [yfap@timpca.org](mailto:yfap@timpca.org)

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