

Cornerstone Presbyterian Church

Position Description

Position Title: Assistant Pastor of Youth and Families

Purpose: To oversee, shepherd, and direct all ministries to Junior and Senior High students and their families of Cornerstone Presbyterian Church.

Reports to: Associate Pastor, and through him to the Senior Pastor

Relates closely with: the Session, the Diaconate and other church staff.

Responsible for: Student Ministry volunteers

Responsibilities:

1. Ministry Coordination: Oversee the entire student ministry programming.

- *Responsible for all aspects of set-up, clean-up and functions of student ministry. Coordinate with other staff and volunteers as needed to accomplish this.*
- *Plan regular fellowship activities alongside the regular discipleship opportunities of Sunday School and Wednesday night youth group meetings.*
- *Give attention to group dynamics, help bring students together via conversation, games, icebreakers, music, food, etc.*

2. Discipleship: Disciple students personally as well as oversee the entire student discipleship ministry.

- *Set a priority of connecting with students during youth group meetings and events.*
- *Develop opportunities to spend time with students outside of Sunday School and Wednesday night.*
- *Encourage students with their involvement in church-wide ministry (i.e. students volunteering in nursery, music, children's SS, etc)*

3. Bible Study: Offer Biblical instruction (along with other staff and volunteer leaders) to students involved in the ministry through weekly Bible studies. Manage and oversee the selection of materials for the student discipleship.

- *Teach the Scriptures. Consider making a teaching plan to address different books of the Bible and various topics over an extended period of time.*
- *Give volunteers advance notice and materials to assist them in teaching or leading small groups.*

4. Events and Retreats: Oversee the creation and organization of all activities and events with students and parents. Oversee all junior high and senior high retreats and conferences.

- *Continue with Presbytery winter youth retreat, help with planning team.*
- *Work with pastoral staff and student ministry team regarding other future retreats and conferences.*

5. Missions and Mercy: Oversee, direct, and implement mission and service projects for students and families, both state-side and abroad.

- *Initiate and coordinate Joni & Friends team building and preparation.*
- *Connect with broader church local mission efforts (Christmas projects, Lincoln Village, etc.)*

6. Volunteer Leadership: Oversee, recruit, equip, and train adult and college leaders to assist in the nurture and discipleship of students. Recruit and train leaders to assist in the parent-equipping ministry.

- *Meet regularly with student ministry team.*
- *Communicate with your leaders and provide clear direction for how they can help.*
- *Identify potential new leaders and helpers and recruit them.*
- *Engage parents in helping with the ministry, even if they are not weekly volunteers. Invite them to help with particular activities. Use Signup Genius and other tools.*
- *Meet regularly with any interns or other youth staff.*
- *Responsible for following child safety protocols for all ministry activities. Including making sure volunteers are screened.*

7. Worship: Manage and support the use of music for worship within the student ministry programming as well as recruit students and adults with musical talent to assist.

- *Encourage students to connect with the music team to explore gifts.*
- *Plan towards incorporating music on Wednesday nights and/or Sunday School.*

8. Pastoral Ministry: Preach, teach, visit, counsel, and assist in worship at the request of the Senior and Associate Pastor.

- *Be prepared to be "Pastor on Duty" in various church activities.*
- *Communicate to the Pastors and Session all serious emotional and spiritual issues involving students and parents.*
- *Participate in Presbytery and General Assembly.*
- *Assist with funerals and weddings as needed.*

9. Office Duties/Expectations:

- *Look for opportunities to assist other staff in ministry and be available to help.*
- *Be present and hospitable at weekly church activities*

Time required by the Position: 40+ hours/week Salary: TBD (based upon experience)

Benefits: Full health and dental for family, (% retirement, \$60/month cell phone allowance, \$1000 conference allowance, \$500 book allowance, reimburse all approved ministry expenses.

Person for this Position

- Has a growing commitment to God, His Word, and His Church.
- Understands and embraces the Gospel of Jesus Christ by faith and seeks its application in all of life.
- Understands and is committed to the vision and mission of Cornerstone Presbyterian Church, especially as it is applied within the youth ministry.
- Has a desire to build strong relationships with middle and high school students.
- Is committed to cultivating healthy relationships with parents.
- Understands the confidential nature of certain aspects of ministry.
- Has strong administrative and communication abilities.
- Has youth ministry experience.
- Has earned at least a bachelor's degree.
- Senses a call to youth ministry through the church.

Purpose of This Position

1. Work with the pastoral staff to plan, coordinate, and develop the ministry to youth & families.
2. Provide specific ministry attention to female middle and high school students.
3. Provide specific ministry attention to interns and volunteers for equipping & encouragement.
4. Develop & coordinate male-specific ministry opportunities.

Responsibilities

- Worship, Sunday School, High School Youth Group and Middle School Youth Group: Regular attendance, welcoming and connecting with students, teaching and/or discussion leading as directed by the Youth Pastor.
- Participate in large group activities, retreats, conferences, service opportunities & mission trips.
- Weekly “contact ministry” with students and their families (lunches, dinners, phone calls, emails, letters, postcards, school events, etc.)
- Identify student leadership opportunities and “plug” students into those opportunities.
- Regular “contact ministry” with male leaders (interns and volunteers) for equipping & encouragement.
- Attend monthly church staff meetings and weekly pastors meeting.
- Attend and prepare for monthly Youth Ministry Team meetings and other leadership meetings.
- Assist in recruiting adult volunteers for middle and high school youth group meetings.
- Communicate to parents and students with calendars, mail-outs, emails and social media messages in a timely fashion.
- Plan retreats, conferences, and mission trips.

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