

# YOUTH MINISTRY DIRECTOR



WILLIAMSBURG, VIRGINIA

## INTRODUCTION

The Youth Ministry Director is a position established for both the benefit of the teens within the scope of ministry of Grace Covenant Presbyterian Church and for the person(s) serving in this position. Our hope is that the Youth Ministry Director will grow in grace and in the expertise of youth ministry, eventually expanding both leadership opportunities and ministry influence.

This job description is intended to provide reasonable parameters for this ministry and for the Youth Ministry Director. Some flexibility is to be expected as no job description can fully anticipate variables and opportunities. However, flexibility is not at the sole discretion of the Youth Ministry Director. For any matter not addressed in this document consent must be received from the Lead/Senior Pastor and/or Session of GCPC.

## OVERVIEW

- Direct and Coordinate ministry to students in grades 6-12.
- Build meaningful relationships across generations to encourage our students and their families in their faith.
- Develop heartfelt followers of Jesus Christ, cultivating substantive Christ-centered faith, grace-shaped relationships with others, and gospel-driven service & mission to Greater Williamsburg and the World.
- Evangelistic follow-up with students who visit Grace Covenant, and engagement with un-churched friends of students involved with Grace Covenant (when appropriate).
- Coordinate & Recruit a team of volunteers to share in the ministry as Sunday School teachers and leaders, small group leaders, youth group leaders, mentors, interns, etc.

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## TERMS OF EMPLOYMENT

This position will begin at a date to be determined by Youth Ministry Director with agreement by Grace Covenant Church. The Youth Ministry Director will be evaluated at the end of the first calendar year, and at the end of each school year thereafter. Evaluation will be made by GCPC Senior/Lead Pastor, with input from Session, youth ministry volunteers, and other church members. Recommendations will be made at that time, including appropriate encouragements, and addressing possible growth areas, areas of needed development, and/or concerns (if/when necessary).

<b>Ministry Area/Department</b>	Student Ministries
<b>Position</b>	Youth Ministry Director
<b>Accountable To</b>	Senior/Lead Pastor, Session
<b>Ministry Target</b>	Teens: High School/Junior High
<b>Position Is</b>	Full Time
<b>Minimum Maturity Level</b>	Mature Christian with evidence of ongoing growth
<b>Spiritual Gifts</b>	Pastor/shepherd • Teaching
<b>Best Personality Traits</b>	Relational, Engaging, Energetic, Integrity, Dependable, Transparent, Teachable, Compassionate
<b>Passion For</b>	God, Gospel, Teenagers, and promoting & cultivating an environment conducive for genuine spiritual growth
<b>Compensation</b>	Salary & Full Medical & Dental Insurance. (Benefits are additional to salary, not taken from salary.)
<b>Vacation &amp; Sick Leave</b>	2 weeks of vacation annually; dates to be approved by Senior/Lead Pastor, with reference to the church calendar. Additional leave possible with permission of Senior/Lead Pastor. Sick leave as needed. (Excessive or frequent absences subject to review.)
<b>Education &amp; Study Leave</b>	1 week annual personal study leave, upon request, dates to be approved by the Senior/Lead Pastor, with reference to the church calendar. Ongoing study (i.e. seminary, training conferences, seminars, etc.) is encouraged; details are to be worked out with Senior/Lead Pastor.

## **EXPECTATIONS & SPECIFICATIONS**

- ❖ The Youth Ministry Director is responsible for developing personal and redemptive relationships with teens connected to Grace Covenant Presbyterian Church, and for planning, coordinating and overseeing activities for teens to promote spiritual development and ministry involvement in a safe environment of fun, mutual trust, and deepening authenticity.
- ❖ The Youth Ministry Director is expected to be an active participant in the worship and the life of Grace Covenant Presbyterian Church.
- ❖ The Youth Ministry Director is expected to demonstrate evidence of ongoing Spiritual growth and personal maturity; and to conduct both private/personal life and public/ministry life with integrity, in accord the historic understanding of Biblical ethical & moral standards, as well as reflecting the grace of the gospel.
- ❖ The Youth Ministry Director is expected to be engaged in continued study – whether personal or formal.
- ❖ While holding the position Youth Ministry Director, all formal activities of the GCPC Youth must include at least one other adult volunteer, not related to the youth ministry director and, who has been approved by the GCPC Session. This requirement, which is in compliance with GCPC's Child Safety Policies, is intended for both the safety of the teens in our care and the protection of the reputation of the Youth Ministry Director, and all other volunteers, against potential unfounded accusations.

## **RESPONSIBILITIES/DUTIES**

1. Connect and Build Relationships with Teens within Grace Covenant Presbyterian Church, and with the un-churched teens of Greater Williamsburg; and with the parents/guardians of teens, especially those within the church.
  - a. use Social media, such as Facebook, Twitter, Instagram, texting, etc. to connect and maintain contact
  - b. attend school and/or community functions where students are involved, as opportunities provide.
  - c. No one-to-one or small group gathering is permissible without parental/guardian permission. NEVER assume the teen has sought proper approval, nor take the teens word that permission has been granted. Speak to parent(s) personally.
2. Pray
  - a. for each teen connected with GCPC youth ministry on at least a weekly basis.
  - b. for guidance and direction for this ministry, and for spiritual fruit & Kingdom results to come from the activities.
3. Plan Sunday Evening Youth Group(s).
  - a. Plan each week in coordination with volunteers, parents, and youth group members.
  - b. Teach/Lead devotionals and lessons, or
  - c. Coordinate periodic guest speakers/teachers, gaining proper approval for any guest who is not an Elder in the PCA or has not been given previous approval by GCPC Session.
  - d. Determine if/when High School & Junior High youth groups should be separated for more effective ministry. (Approval of any changes must be granted by Session of GCPC).
4. Coordinate High School & Junior High Sunday School(s)
  - a. In consultation with the pastor(s), select curriculum to be used.
  - b. Recruit and support teachers to serve at least on quarterly rotations.
  - c. Teach or find substitute when Sunday School teacher is unable to be present.
5. Coordinate/Lead High School & Junior High D-Groups
  - a. Lead one group (of your choosing).
  - b. Recruit and support Leaders & Assistants for each group.
  - c. In consultation with the pastor(s), and group D-Group leaders, select/approve curriculum to be used for each group.

6. Coordinate and participate in regular special activities for teens. Vary the types of activities from:

- a. Group activities—fun and fellowship for teens who are regularly involved in our youth program;
- b. Outreach activities—fun activities for reaching out to un-churched teens, building relationships and presenting the gospel;
- c. Mission & Service - opportunities for teens to serve others and develop their spiritual gifts and talents. Encourage teens to participate in church-wide mission trips and service activities.
- d. Retreats & Conferences – to be planned with adult/parent volunteers.

7. Develop and maintain a youth activities calendar.

- e. All activities should be finalized only with the concurrence with GCPC's Session
- f. Maintain communication with GCPC's administrative assistants for inclusion of activities on the Master Calendar.
- g. Seek help with administrative and creative tasks, and promotion of events, from GCPC Administrative Assistants, and/or other volunteers.
- h. Give adequate notice to both students and parents for major group activities. (Smaller group activities may be more spontaneous, and would not require the same advanced notice. Be wise and sensitive to all parties to provide appropriate adequate notice.)
- i. All Families of students and all volunteer youth leaders should receive a copy of each month's activity calendar.

8. Recruit volunteers to become youth activities assistants and to help oversee and carry out weekly activities and special events.

- a. All volunteers must complete GCPC Care Training and be approved by GCPC Session.
- b. Include parents as often as possible
- c. Try to rotate volunteers to serve with specific types of activities. This allows for more people to participate, and prevents too much weight falling upon people who may be busy with other ministries and life responsibilities. But do not rotate at the expense of effectiveness.

9. Develop & Maintain

- a. activities permission slips for parents to complete and sign,
- b. emergency information to be kept on file - and take copies with the group when traveling. (Check with GCPC Deacons about church's insurance policy regarding a proper liability release statements.)

Signed/Date:

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Youth Ministry Director

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Senior/Lead Pastor