

# WESTMINSTER PRESBYTERIAN CHURCH OF JOHNSON CITY

## Position Job Description

<b>Position Title:</b>	<b>Youth Pastor/Director</b>	
<b>Reports To:</b>	Assistant Pastor	<b>Status</b>
<b>Ministry Team:</b>	Youth Discipleship	<b>Full Time</b>
<b>Primary Purpose:</b>	To encourage, aid, and facilitate the discipleship of the youth at Westminster Presbyterian Church; to create an environment for Christian growth, education, and service that builds up and reaches out.	<b>FSLA Coverage</b>
		<b>Non-exempt</b>

<b>Education:</b>	B.A.; MDIV
<b>Work Days (Hours):</b>	40+ hours a week to be planned for with the understanding that hours will fluctuate and vary with evening, weekend, and overnight events. Accordingly, work hours will often take place away from the church building.

<b>Ministry Team Approval:</b>	Youth Discipleship
<b>A &amp; P Team Approval:</b>	
<b>Revision Date:</b>	November 15, 2023

## **QUALIFICATIONS:**

- 1) Personal relationship with the Triune God, and public declaration of faith
- 2) Membership at WPC or Westminster Presbytery, or member in good standing of another evangelical church with the intention of joining WPC
- 3) Aptitude in understanding, teaching, and relating important Biblical and Theological concepts.
- 4) Adhere theologically and ecclesiastically to the PCA standards.
- 5) Experience working with youth in a primary leadership position.
- 6) Able to relate to children and youth of various ages.
- 7) Excellent verbal and written communication skills.
- 8) Able to multi-task while being attentive to detail.
- 9) Some ability to use technology and social media.
- 10) Pleasant personal skills.
- 11) Strong organizational skills.
- 12) Calm under pressure.
- 13) Able to adapt to quickly changing situations.
- 14) Physically able to engage in a variety of taxing activities.

## **General Expectations Include:**

- 1) Pursue a personal relationship with God.
- 2) Teaching and Overseeing educational development for Youth age groups – Middle school (6<sup>th</sup>-8<sup>th</sup> grade) and High school (9<sup>th</sup>-12<sup>th</sup> grade).
- 3) Oversee administration for YD (Youth Discipleship) ministries.
- 4) Plan and chaperone special events and trips.
- 5) Be available to communicate and meet with students, parents, faculty, and church members.
- 6) Work with the YD team to strategically plan and implement youth ministries.
- 7) Be available during evenings, weekends, and for overnight activities as necessary.
- 8) Serve variously in the life of the church.

## **Specific Job Duties Include, but are not limited to:**

- 1) Plan and coordinate regular Sunday morning, Wednesday night, and (potentially) Sunday evening group times, centered around Christian education and fellowship for all YD age groups
- 2) Teach regularly at all Youth meetings
- 3) Serve as church liaison with the Director of ELP
  - a. Provide a weekly chapel for the Early Learning Program
- 4) Oversee, plan, and obtain/create curriculum for all YD age groups
- 5) Plan Special Events for Youth on a regular basis (about once a month)
- 6) Recruit, equip, and coordinate volunteers for all YD age groups.
  - a. Recruit and develop adult/older college leaders to aid in discipleship and chaperoning
- 7) Attend bi-monthly staff meetings and bi-monthly pastors meetings
- 8) Give weekly updates to students, parents, volunteers, and employees about upcoming scheduling, events, and general information.
  - a. Correspond promptly with students, parents, and volunteers about questions, concerns, and comments

- b. Be available to meet with parents when necessary
- c. Update weekly the Youth section of the Bulletin
- d. Update monthly the YD Newsletter page
- 9) Keep the Youth room stocked with appropriate snacks and drinks, and activity supplies.
- 10) Maintain Youth social media pages as needed (likely weekly)
- 11) Plan, coordinate and chaperone (if possible) summer youth trips and retreats
- 12) Participate in and encourage youth participation in Vacation Bible School
- 13) Intentionally disciple students as followers of Christ
  - a. Make an attempt to regularly meet with students one-on-one, or in small groups
  - b. Be available for counsel, advice, and encouragement for students, parents, and volunteers
  - c. Develop leaders within the Youth Group, and meet with either a leadership team or seniors regularly for discipleship team building.
- 14) Follow up with graduated students (especially church members), to encourage and ground them in their church home.
  - a. When possible, aid in college ministry events and activities
- 15) Oversee the YD budget
  - a. Develop and oversee annual budget proposals
  - b. Track and report monthly credit card charges
  - c. Coordinate with the church accountant to report fundraiser credits, and check based debits from the YD budget
- 16) Meet regularly with Youth interns for planning, discipleship, and training
- 17) Oversee implementation of the Child Protection Policy
- 18) Coordinate youth involvement in Non-Youth church activities
- 19) Plan and organize all YD Team meetings

**CONTACT INFORMATION:**

Send resume to [info@wpcjc.org](mailto:info@wpcjc.org)

[www.wpcjc.org](http://www.wpcjc.org)

2343 Knob Creek Road  
Johnson City, TN 37604  
423-283-4643