

OAKWOOD PRESBYTERIAN CHURCH

Job Description - Assistant Pastor (Youth)- Full Time

January, 2026

Position Summary

The Assistant Pastor is responsible for the spiritual oversight, discipleship, and pastoral care of middle school, high school, and young adult ministries. This role exists to help students and young adults grow as faithful disciples of Jesus Christ and become integrated into the life of the church. This pastor will lead, equip, and shepherd ministry leaders, partner closely with parents and families, and collaborate with the pastoral staff and elders to advance the church's mission. This position has the potential to transition to an associate pastor position in the future.

GENERAL:

- 1.) This is a full time, salaried position.
- 2.) Reimbursements will be provided for work-related automobile, hospitality, and professional development expenses, in accordance with the church's annual budget.

QUALIFICATIONS:

- 1.) Demonstrating in daily life a firm commitment to Jesus Christ as Savior and Lord, through an active devotional and prayer life, and a character that exhibits the Lordship of Christ.
- 2.) Ordained or actively seeking ordination and in good standing as a Teaching Elder in the Presbyterian Church in America and approved by Susquehanna Valley Presbytery of the PCA, with a firm commitment to Reformed doctrine and Presbyterian church government, as defined in the Westminster Standards and the PCA Book of Church Order.
- 3.) Burdened for the lost and a demonstrated ability to be used by the Holy Spirit to lead people to Christ.
- 4.) Experienced in discipling believers and training leaders.
- 5.) Possessing proven gifts in teaching and preaching the Word of God.
- 6.) Experienced in leading and administering small group Bible studies.
- 7.) Possessing administrative abilities.

KEY RESPONSIBILITIES

The youth pastor will be responsible for or involved in the following areas, under the oversight of the session:

1. Youth Ministry Oversight (~50%)

- Provide biblically faithful, gospel-centered teaching for middle and high school students.
- Develop teaching plans that reflect the church's theological convictions and discipleship goals
- Model spiritual maturity, humility, and pastoral care
- Pray regularly for students, young adults, and volunteer leaders
- Oversee all aspects of the youth ministry, including weekly gatherings, small groups, retreats, and monthly special events ((ie. fellowship times, special events, etc)
- Recruit and train volunteer youth leaders
- Partner with parents to support the spiritual formation of students
- Create a safe, welcoming, and Christ-centered environment for students
- Ensure Oakwood's child protection policy is followed

2. Young Adult Ministry Oversight (~30%)

- Develop and oversee a young adult ministry focused on discipleship, community, and mission
- Disciple young adults through mentoring and relational ministry
- Help young adults integrate into the broader life of the church (worship, service, membership, leadership)

5. Leadership & Collaboration (~10%)

- Work closely with the pastoral staff, elders, and church staff
- Participate in staff meetings, planning, and church-wide initiatives
- Assist with broader pastoral responsibilities as needed (e.g., preaching visitation, events)
- Attend Session meetings

6. Administration & Planning (~10%)

- Attend weekly staffing meetings and Ministry Development Team Meetings
- Develop and manage ministry calendars and budgets
- Communicate effectively with students, parents, volunteers, and church leadership
- Evaluate ministry effectiveness and pursue ongoing improvement
- Oversee resources and expenses for Youth Ministry and Young Adult Ministry