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**Job Title:** Youth Director

**Effective Date:** Fall 2022

**Job Classification:** Full-time; Salaried; Benefits

\*Salary commensurate with qualifications and experience

**Reports to:** Senior Pastor

**Position Focus:** The main emphasis of the Youth Director will be to minister to the youth of GFPCA. This person should develop relationships and provide spiritual guidance for our young people. This position will be employed by the Session and will directly report to the Senior Pastor with guidance from the Youth Committee.

### **Summary of Youth Director Responsibilities**

#### **I BASIC QUALIFICATIONS**

- A. Seminary student or previous experience working with the youth of a church in a paid or volunteer capacity.
- B. Must be called by our Lord to minister to youth
- C. Provide a resume demonstrating experience in working with youth.
- D. Must have the ability to work cooperatively with the elders, pastoral staff, administrative staff, youth committee, and other members of the congregation to promote the edification, peace, and purity of the church.
- E. Willing to work flexible work schedule and must maintain a balance in the use of his time between the duties of this work and his duties to his family.
- F. Must be given to prayer and the ministry of the Word (Acts 6:2, 4).
- G. Attend worship regularly.

- H. Willing to become a member of Gospel Fellowship.

## II PRIMARY RESPONSIBILITIES

- A. Weekly Youth Groups – preschool through High School. Will oversee all activities including scheduling, volunteer staff requirements, and curriculum.
- B. Will be the direct sponsor/leader for the Junior or Senior High Youth Group. Will coordinate Kids Club leaders and programming; including gym activities, staffing of volunteers, and scheduling related to these programs.
- C. Will teach a Sunday School class as needed – as determined by the Christian Education Committee.
- D. Will coordinate/supervise the summer Christian Recreation Program (CRP), acting as Director after training to do so.
  - 1. Develop a transportation system (if needed).
  - 2. Recommend staff, establish salaries, and write job descriptions.
  - 3. Recruit and administer the volunteer staff.
  - 4. Purchase / maintain equipment.
  - 4. Develop summer schedule.
  - 5. Advertise the program to the community
  - 6. Train and orient Staff
  - 7. Oversee devotional program.
  - 8. Evaluate staff performance.
  - 9. Adhere to approved financial guidelines for CRP.
- E. Will be a permanent voting member of the Youth Committee, working with the committee to develop goals, activity schedules, and obtain volunteer leaders for the youth activities.
- F. Other activities planned by the Youth Director may include:
  - 1. Youth service projects.
  - 2. Youth mission projects.
  - 3. Youth outings/retreats/camps.
  - 4. Youth leadership development.

5. Youth outreach to the local community.
- G. The Youth Director will, at the beginning of each school year, present to the Session the goals and direction of the Youth Program for the next calendar year, including the Summer Program. These goals will be submitted along with a general outline of activities, areas of study for the youth, and budget requirements. Is responsible for spending within the budget requirements.

### III OTHER RESPONSIBILITIES

#### A. Visitation

In an effort to build relationships with the youth and their parents, the Youth Director shall develop and execute a plan for visiting the youth of our church and their parents in their respective homes, schools, or special mentoring activities (sports games, concerts, plays, etc.)

#### B. Administrative

1. Attend Youth Committee Meetings and Session Meetings as requested.
2. Inform secretarial staff of matters affecting the church calendar.
3. Attend other church committee (eg. CE Committee) meetings as determined by Session.
4. Attend church-wide functions (potlucks, evening services, etc.)
5. Attend smaller church group functions as able or necessary.
6. Submit a weekly time/activity worksheet (if requested)
7. Preaching as needed, as licensed by the Ascension Presbytery.
8. The Session will review and evaluate performance via the Senior Pastor, and input from the Youth Committee. Raises to be assessed by the Administration Committee.
9. Position to be full-time, salaried.