

St. Paul's Presbyterian Church  
**Assistant Pastor of Children and Youth**  
Job Description

## Reporting

The Assistant Pastor reports to the Senior Pastor for all general pastoral responsibilities and is accountable to the Director of Ministries to ensure that his specific ministry oversight responsibilities are aligned and coordinated with St. Paul's overarching vision, mission, and sevenfold ministry model: (1) worship, (2) discipleship, (3) community, (4) local missions, (5) global missions, (6) youth, and (7) children's ministries.

## Responsibilities

- 1) General Pastoral Responsibilities:
  - a. Pray for St. Paul's and her members
  - b. Participate in St. Paul's shepherding and counseling ministries, with a focus on children, youth, and families
  - c. Participate in St. Paul's Session and Central Florida Presbytery meetings
  - d. Assist with other pastoral needs as assigned by the Senior Pastor
  - e. Occasionally assist in worship and administer the sacraments
  - f. Occasionally preach (1-3 times per year) and officiate the sacraments
  
- 2) Specific Youth Ministry Responsibilities
  - a. Love and spend time with youth, parents, and families
  - b. Lead the Youth Ministry Committee and see that it meets at least three times per year or more
  - c. Oversee and partner with part-time youth ministry staff
  - d. Partner with Youth Ministry staff, parents, and volunteers to maintain relationships with students through regular contact work.
  - e. Recruit and develop adult volunteers and student leaders to assist in the youth ministry.
  - f. Direct the planning and execution of weekly Sunday school, youth group, seasonal events, annual camps, and missions trips.
  - g. Coordinate with the Local Missions Committee to provide outreach to, and discipling of, neighborhood youth.
  - h. Ensure that the timeline, planning, and coordination of all activities occurs within calendar, staffing, facilities, and budget guidelines.
  - i. Stay current and historically informed in best practices and literature for youth ministry.
  
- 3) Specific Children's Ministry Responsibilities:
  - a. Love and spend time with children, parents, and families
  - b. Lead Children's Ministry Committee and see that it meets at least three times per year
  - c. Oversee and support St. Paul's Children's Ministry Director (CMD) in cooperation with the DM.
  - d. Maintain and develop children's ministry curriculum in partnership with CMD and Children's Ministry Committee
  - e. Work with CMD to recruit, equip, and develop Children's Ministry partners and volunteers
  - f. Work with CMD to maintain regular children's ministry communications.

- g. Understand children's ministry budget and ensure expenses remain aligned with annual budget for the assigned budget line items
- h. Ensure compliance with the Child Protection Policy, including training workers and volunteers on the policy, enforcing the policy (including verifying background checks and personal references), and annually reviewing the policy and making any needed updates (in consultation with the DOM and CMD).

## Requirements

- 1) Maintain an exemplary Christian testimony in humble dependence on the grace of the Lord Jesus Christ, the love of God the Father, and the fellowship of the Holy Spirit.
- 2) Meet the biblical requirements for elders in 1 Timothy 3:1-7, Titus 1:5-9, and 1 Peter 5:1-4.
- 3) Meet the denominational requirements to be ordained as a Teaching Elder in the PCA.
- 4) Enthusiastically embrace St. Paul's vision, mission, and sevenfold ministry model and be wholeheartedly committed to its execution under St. Paul's leadership.
- 5) Possess several years of demonstrated experience and ability in the areas outlined above under both (a) general pastoral responsibilities and (b) specific ministry oversight responsibilities.