



Staff Member:

Description Date Approved: October 2023

Position: Director of Youth Ministry

Position Status: Full Time

Pay Rate: Commensurate on experience,
Starting at \$42,000

Supervisor: Pastoral Staff

Start Date: Summer 2024

Hours per week: 40

Attends Staff Meetings?: Yes

Benefits:

Health insurance or \$5,000 stipend

PTO (sick time and vacation time off): TBD

Study Time: TBD

Books & Ministry expenses: TBD

Expectations:

- *The Director of Youth Ministry (DYM) oversees all ministries reaching middle school and high school age youth.*
- *DYM should be a committed Christian who has demonstrated spiritual maturity, has a passion for youth ministry and has experience doing youth ministry.*
- *The DYM needs to be (or become) a member of City Reformed PCA, be able to affirm our statement of faith of volunteer teachers (“Seven Points of Agreement”)¹, and be familiar with Reformed Theology as described in the Westminster Confession of Faith.*
- *The DYM will directly report to the Pastoral Staff and participate in regular supervision meetings and weekly staff meetings.*
- *The DYM will work with the guidance and support of the Youth Ministry Committee and coordinate with the Director of Children’s Ministry.*
- *The DYM needs to supply the necessary clearances to work with children as required by PA law.²*

Responsibilities:

- a. Volunteers and Part-time Staff
 - i. Work with youth ministry assistants and other volunteers in pursuit of ministry goals.³
- b. Middle and High School Youth
 - i. Encourage spiritual growth for middle and high school youth as they grow in the midst of our covenant community.
 1. This includes encouraging participation in the life of the congregation through worship, fellowship and service.
 - ii. The existing regular programs specifically for youth are:
 1. Middle School Sunday School Class
 2. High School Sunday School Class

¹ [Seven Points of Agreement for Church Teachers \(cityreformed.org\)](http://cityreformed.org)

² <https://www.dhs.pa.gov/KeepKidsSafe/Clearances/Pages/default.aspx>

³ Currently we have three part-time ministry assistants who work with the youth about 5-7 hrs per week. They assist with youth group, Sunday School and one on one meetings.



3. Bi-weekly Youth Group
 - iii. One-on-one discipleship
 1. Our youth ministry assistants are pursuing these relationships currently, but we would hope for the DYM to help engage with youth and draw them into the ministries through appropriate personal interactions.
 - iv. Special programs
 1. Occasional fun outings
 2. Snow Camp (Presbytery-wide weekend retreats) for HS and MS
 3. Summer mission trip
- c. Parents
- i. Engage with parents to keep them informed about activities.
 - ii. Keep parents informed about the goals and content of the ministry as we cultivate a partnership with parents toward the goal of discipleship of their children.
 - iii. Work with Session/Youth Ministry Committee to support parents with appropriate resources to aid their discipleship of children.

Background:

City Reformed is a 20-year old urban church in the PCA, located in the academic and medical hub of Pittsburgh. We have a Sunday Morning attendance of around 300. We are committed to serving the university community and have had a robust ministry to college and graduate students. While many members work in the medical and academic communities, the church draws from a wide radius including the greater Pittsburgh area and suburbs. Admittedly, there are geographic challenges that our ministry faces. Furthermore, the middle and high school students attend many different schools with a variety in public, private, Christian and homeschool. Currently, there are about 5-10 students in the high school Sunday School class and a middle school Sunday School class of about 10-15. A group of about 20 primarily middle school students meets every other week for youth group (some kids are from other churches.) The church has a very active children's ministry with 70+ kids that are Pre-K through 5th grade. We anticipate that the majority of those children will begin to move into the youth ministry program as middle and high school students. Several volunteers and part time youth ministry assistants (5-7 hrs/wk) staff are currently assisting with the ministry. We have had several people lead the ministry in a part time role, but we are now seeking to hire our first full-time youth ministry director with the anticipated growth of our youth program.

Application:

Please send resume and cover letter describing your interest in the job to James Lettow, james.lettow@gmail.com.