



Job Description	
<b>Position:</b> Youth Director <b>FLSA Status:</b> Salaried Exempt Employee <b>Hours per Week:</b> 40+	<b>Issue Date:</b> 1/01/2024 <b>Rev. #:</b> <b>Rev. Date:</b>
<b>Approved By:</b> Nick Williamson, Executive Director	Page 1 of 2

## 1.0 General Position Summary

The Youth Director is a full-time staff member who directs a relational ministry program targeted towards middle and high school youth and their families.

## 2.0 Reporting Relationship

The Youth Director will report to the Executive Director.

## 3.0 Key Position Responsibilities

3.1 Develop, implement, and oversee the middle and high school youth ministry in alignment with the overall vision of Columbia Presbyterian Church. Major areas of youth responsibility include:

- Recruit, develop, and oversee youth ministry leaders.
- Plan service trips, facilitate fellowship opportunities, encourage students toward all parish events and Sunday morning worship.
- Develop and oversee Sunday evening youth group meetings for both middle and high school.
- Oversee the scope and sequence of teaching and curriculum for both middle and high school tracks.
- Maintain strong lines of communication with parents via calendar, newsletter, emails, etc.
- Plan and maintain a budget for youth ministry in conjunction with the overall budget as approved by the Session.
- Be available for impromptu mentorship/discipleship opportunities with students.
- Equip parents of middle and high school youth for family discipleship through resource recommendations, training, and counseling.

3.2 Attend all staff, parish, and session meetings.



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3.3 Other occasional tasks and duties as assigned by the Executive Director, the Lead Pastor, and/or the Session.

## 4.0 Key Qualities

- 4.1 *Character:* This person is a born-again Christian, reflecting and growing in the character qualifications of Titus 1 and 1 Timothy 3. They hide no sin that disqualifies them. Even so, they are quick to confess all their sins, seeing themselves as a five hundred denarii debtor, sorely in need of gospel grace daily. They're humble. They love and live by the Bible, they depend on God through prayer, they happily serve their family, and lay down their life for the Church. Their life is worth imitating as they follow Christ.
- 4.2 *Competence:* This person is a skilled relationship builder who is able to create and cultivate meaningful relationships with 6th - 12th grades with a wide variety of personality types and from a wide variety of backgrounds. They possess the leadership skills necessary to build and direct a youth ministry program in accordance with the vision of the Session. They must prioritize being over doing. They will need to have strong written and oral communication skills as well as administrative acumen for consistent and clear communication.
- 4.3 *Chemistry:* This person works well with a philosophy of ministry that is low on programs and events and high on relational, hospitable, and accountable Christian growth. They share the church's vision to be disciple making disciples in a church planting church. They thrive in a team setting, by being a self-starter, who is willing and eager to share leadership responsibility and expectations with members.
- 4.4 *Relationship to CPC:* This person must be a member of (or eligible for with the intention of joining) Columbia Presbyterian Church, in full compliance and agreement with all that membership requires. They must affirm the "Leadership Requirements" section of the CPC Theological Standards Document.