

Job Title: Youth Pastoral Intern

Categories: Youth Ministry / Discipleship / Administration

FLSA Classification: Non-Exempt, No Benefits

Job Type: Part-Time, target 20 hours per week.

Salary Range: \$1750 per month based on qualifications

Work Location: Christ Church PCA, Trussville, Alabama

Reports to: Senior Pastor

Effective Date: Sept 1, 2025

Position Summary:

The Male Youth Pastoral Intern serves as a key support to the pastoral staff in nurturing the spiritual growth of middle and high school students. The position focuses on coordinating logistics, communication, event planning, and relational ministry within the youth program, while working alongside the Youth Advisory Council (YAC), volunteers, and families. Through this ministry, the Intern helps students grow in Christ, connect with the church body, and engage in gospel-centered relationships and service.

This work is essential to the effective fulfillment of our church's Vision and Mission.

As an intern, he will be required to grow in knowledge and understanding of God and His Word. He will seek to mature in all areas of his life, but especially his spiritual life. He will be required to be faithful in his attendance and involvement in the total ministry of the church. The Youth Pastoral Intern will be given ample opportunity for mentoring from the Sr. Pastor, and the Associate Pastor, and experience in all ministries of the church including but not limited to visitation, Session and diaconate meetings, participation in worship planning, and occasional pulpit opportunities. Retention is based on faithfulness to your ministry opportunities.

Duties/Responsibilities:

Help Coordinate regular youth gatherings including:

- Sunday school

- Backshack events
- Bible studies and small group opportunities
- The Ship

Assist the pastoral staff and youth leaders with planning teaching materials and event schedules.

Provide logistical support and communication for youth events including:

- Retreats
- Fundraisers
- Fellowship and outreach gatherings

Maintain accurate calendars, forms, and registrations related to youth programming.

Partner with and support the Youth Advisory Council (YAC):

Help organize meetings and initiatives

Facilitate scheduling and peer mentoring opportunities

Build and maintain relationships with students through presence at events and appropriate one-on-one engagement.

Support healthy youth/parent communication:

Distribute announcements and updates

Share resources that support discipleship in the home

Help coordinate Christ Church's involvement with Reformed Youth Ministries (RYM) events.

Participate in staff meetings and occasional church-wide planning as requested.

Assist in managing youth supply inventories and material preparation.

Maintain clear records and documentation in coordination with office and pastoral staff

Required Skills/Abilities:

A demonstrated Christian faith commitment and membership in Christ Church or willingness to pursue membership

A deep conviction regarding the importance of Christ-centered discipleship for covenant youth, and a pastoral approach to walking with them in grace and truth.

Relational maturity and a warm, engaging presence with students and families

Excellent verbal and written communication skills

Attention to detail, organization, ability to multitask, and perform with minimal supervision

Commitment to confidentiality regarding all records and sensitive matters

Team-oriented mindset with the desire to collaborate with pastors, parents, and volunteers

Proficiency with computer systems including:

Google Suite (Docs, Sheets, Forms, Calendar)

Email and text communication platforms

SignUpGenius or similar scheduling tools

Willingness to learn new skills and adapt to ministry needs positively

Education and Experience:

High school diploma or equivalent required

College coursework or degree preferred

Pursuing a theological degree at a reformed seminary preferred

Previous experience working with youth in a church, camp, school, or volunteer role

Familiarity with Reformed theology in the PCA context strongly preferred

Supervisory Responsibilities:

None

Key Relationships:

Pastoral Staff

Youth Advisory Council (YAC)

Christ Church Staff

Church Officers

Parents and Volunteers

Students (Grades 6–12)