

# **WINTER PARK PRESBYTERIAN CHURCH**

## **Job Description for Director of Youth Ministries**

### **Title: Director of Youth Ministries**

**Purpose:** As a disciple of Christ, to develop and maintain an active ministry to and with youth (grades 6-12), their families and youth ministry team, emphasizing a spiritual growth, education, outreach, worship, support, service and developing a personal relationship with God.

### **Qualifications:**

1. A mature faith in Jesus Christ and a commitment to personal discipleship.
2. Bachelor's Degree in Education or equivalent or at least five (5) years related work experience in youth ministry for grades 6 thru 12.
3. Strong oral and written communication skills and a commitment to using them.
4. Administrative and organizational skills (including conflict resolution) and a commitment to using them.
5. Knowledge of the Bible, Reformed Tradition, and policy of the PC(USA).
6. The ability to equip, inspire, and encourage people to develop their spiritual gifts and dedicate them to the work of Jesus Christ.
7. A strong affirmation of and willingness to commit to the vision of Winter Park Presbyterian Church.
8. Personal integrity, kindness, honesty, humility, and a good sense of humor.

**Desired Training:** Additional youth ministry training within PC(USA).

### **Responsibilities:**

#### **1. Youth Participation**

- Establish a program that engages an average of 25 of the Junior High and Senior High students weekly in some program of the church.
- Plan and promote all major events and weekly programming in such a way that the targeted number of youth participates.
- Participate with youth in Presbytery and PC(USA) youth events (Montreat Conference, Triennium)
- Involve youth in congregational events.
- Develop a youth prayer chain.
- Plan and coordinate regular youth mission opportunities.

#### **2. Contact Work**

- Know the names of every youth and parent on the rolls
- Personally e-mail or call at least four inactive students (or parents) a week.
- Contact each youth on the youth directory at least quarterly.
- Spend face-to-face time with every student on the youth rolls at least once every six months.
- Be visible at student events on school campuses at least once per week, and invite volunteer leaders to accompany you at those visits.

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### **3. Volunteer Leader Development**

- Recruit all weekly youth ministry volunteers no later than one month before they are to begin.
- Insure that all weekly youth ministry volunteers complete an application, background check, and training before they become involved.
- Meet personally with each weekly youth ministry volunteer at least once a year, and check in with them at least quarterly.

### **4. Event Planning**

- Complete event notebooks for each major event, and update those notebooks after each time that event is complete.

### **5. Youth Ministry Team**

- Oversee the work of the Youth Ministry Team.
- Develop and distribute control documents in a timely fashion (the Youth Directory, Youth Calendar, Calendar requests, Event and Trip registration forms, Leaders Directory, First-Timer Directory).
- Keep compliance documents up-to-date and distributed to all involved parties (copyright licensing, background checks on volunteers and staff, etc.).

### **6. Worship Involvement**

- Seek out those youth who do not typically attend worship, and invite them to sit with you during the services.

### **7. Church Staff Coordination**

- Communicate and plan with the church staff, particularly the DCE and the Senior Pastor, in such a way that they are informed and enthusiastically supportive of the priorities and programs of the Youth ministry.

### **8. Visitor Follow-Up**

- Provide exceptional and personal follow-up to all first-time visitors within 24 hours of their visit.

### **9. Troubleshooting**

- Troubleshoot problems in the youth ministry in a way that honors the concerns of those who bring them, and offer timely, creative solutions to problems in the youth ministry.

### **10. Ministry Needs**

- Ensure that the “in-between the cracks” needs of the youth ministry are handled in a professional and timely manner, including:
  - Bulletin boards, photography, attendance
  - Newsletters, bulletins, and Sunday school announcements
  - Forms and registrations

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### **11. Personal Development**

- Personal
  - Living by the WPPC Youth Leader Covenant
  - Living out the values of the WPPC Youth Program
  - Being supportive and enthusiastic about pursuing the mission and goals of WPPC Youth Program
  - Taking the equivalent of two days off weekly (at least one full day)
- Attending
  - Sunday morning worship, regularly visible in both services throughout the year
  - Sunday Night Youth Group
  - Church Staff Meeting
  - Regular meeting with DCE and Senior Pastor.
  - Monthly Christian Education, Community Life, and Youth Ministry Team meetings
- Leadership
  - Teaching on Sunday mornings as needed
  - Participating in worship
- Initiative-Taking
  - Teaching or leading Bible studies in such a way that a volunteer is always sharing the responsibility for that part of the ministry.
  - Seeking to be informed about any special victories, concerns or challenges, hospitalizations being faced by the youth and his or her family and, as often as reasonable, pass that information on to the youth leaders for personal follow up.
  - Attending youth ministry major events enthusiastically, thanking volunteers and helping out with clean up, and enjoying the afterglow with key volunteers and youth staff.
  - Being available for youth and their families as needs arise for pastoral care and support.
  - Participating in presbytery and PC(USA) conferences as often as practical.
  - Preparing an annual budget for the youth ministry to be proposed to the Christian Education Committee.
- Preparation
  - Reading at least two Christian books a year.
  - Reading at least one additional youth or college age ministry book or training tape a year.
  - Attending at least one continuing education event each year (funding provided by the Christian Education Committee).

12. Perform other duties as may be assigned by the Director of Christian Education and/or the Senior Pastor.

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**Accountability:** Accountable to the Director of Christian Education and the Senior Pastor with ultimate responsibility to Session.

### **Terms of Employment & Benefits:**

- Employee Classification – **Regular Full Time**
- Regular Work Week – **40 hours**
- Basic Pay Rate – **As agreed.**
- Pay Period – **Bi-Weekly**
- Exempt / Non-Exempt for overtime Pay – **Exempt** (Not eligible)
- Overtime Pay rates – **Not Applicable**
- Covered by Social Security, Workman's Compensation and Unemployment Insurance and the employee's share of applicable taxes are withheld from wages.
- Salary is based on 52 weeks pay, which includes 2 weeks paid vacation time.
- Based on that 52 week salary, the employee is eligible to be paid for holidays, sick leave days, and Jury Duty days in accordance with the WPPC Employee Handbook.
- Employee to be paid for Certified Medical Disability, Parental, Study and Professional Development Leaves & Military Service Leaves of Absence per PC (USA) Guidelines for Session Personnel Committees – **Yes (Professional Development Leave to be (2) weeks per year)**
- Employee to be covered by PC (USA) Board of Pensions Group Health Insurance, Death Benefit and Pension Plans with dues paid by the WPPC. – **Yes**
- Optional Benefits:
  - At the Employee's option, the Employee is eligible to participate in the Board of Pensions Dental Insurance and extended Death Benefit coverage.
  - The Employee is also eligible to participate in AFLAC Insurance programs for Additional Life Insurance, Short Term Disability and Cancer Insurance.
  - (See current employee's agreement for accepted options)

### **Evaluation:**

1. After an initial 90 day Introductory Period, the Youth Director's performance will be evaluated by a committee of the Senior Pastor, the Director of Christian Education and representatives of the Christian Education and the Personnel Committees. After that period, a committee with the same representation will conduct performance evaluations annually.
2. Annual evaluations are a time for review of the employee's job performance, attitude and attendance. In addition, each employee will have the opportunity to discuss concerns they may have about their supervision, or any aspect of their job. Recommendation for salary adjustment shall be made to the Personnel Committee for review. Upon approval, salary adjustments shall be forwarded to the Session for final ratification.

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**Acknowledged and Agreed**

By Employee: \_\_\_\_\_ Date: \_\_\_\_\_