

JOB DESCRIPTION FOR ASSOCIATE PASTOR FOR YOUTH AND FAMILY MINISTRIES

Youth & Families

1. Resource church school curriculum and coordinate volunteer instructors.
2. Plan and provide primary leadership of youth fellowship programming.
3. Coordinate retreats, mission projects, camps, conferences, and other special events.
4. Publicize youth ministry events through church resources and provide effective internal communication to families, youth, UPC staff, and volunteers.
5. Resource and advise Youth Ministry Team.
6. Advise and assist in Youth Ministry Team visioning and budget planning.
7. Oversee and advise youth intern.
8. Recruit and equip youth advisers.
9. Maintain Safeguard training standards for all adult advisers.
10. Provide safe and available pastoral care for youth and family units.
11. Provide for relational outreach to youth and their families.
12. Be a resource for Mission Presbytery youth ministry special events and encourage involvement in Mission Presbytery and Synod youth activities.
13. Develop and coordinate curriculum and instructors for the Confirmation Class.
14. Maintain a discipline of prayer for youth and their families and provide spiritual direction as needed.
15. Coordinate intergenerational activities with youth and parents.
16. Support programming and fellowship for parents with teenagers.

Pastoral Care: With Senior Pastor share pastoral care duties and support for Deacons.

Staff

1. Attend all regular staff meetings.
2. Attend regular Session meetings.
3. Attend staff planning and envisioning retreats.
4. Assist with other church programming as advised by the Senior Pastor.
5. Attend other church ministry team meetings as advised by the Senior Pastor.
6. Coordinate with other staff members on interdepartmental matters and planning.
7. Attend presbytery meetings local outreach events as advised by the Senior Pastor.

Worship

1. Serve as liturgist, presider, and preacher as assigned by the Senior Pastor.
2. Coordinate and equip youth for service in worship as crucifers, food offering collectors, and liturgists.
3. Coordinate a yearly Youth Sunday worship service with the assistance of the Youth Ministry Team.
4. Coordinate with church administrative, music, and pastoral staff in the planning of worship.

Work Schedule

This is a full time, ordained associate pastor position. Days off, vacations, and study leaves are to be coordinated with the Senior Pastor and church administrative staff.

Grievances

Any problems that may arise will be resolved with the help of the Senior Pastor. Any unresolved problem, or any involving the Senior Pastor, will be brought before the Staff Oversight Ministry Team.

Evaluation and Accountability

The Staff Oversight Ministry Team, Youth Ministry Team, and the Senior Pastor will provide this position with evaluative feedback in regular intervals as determined by the Staff Oversight Ministry Team.

Definitions

The term “youth” as used in this document is defined as adolescents entering school grade 6 through graduation from high school in grade 12 or other such school equivalency.