

Youth Director Job Description

Status: Full time Salaried, 40-50 hours per week
Reports to: Senior Pastor

Job Summary:

The Youth Director will have the responsibility for the spiritual and administrative leadership of the youth ministry at Parkside Bible Church. These responsibilities include youth in grades 6 through 12, as well as college age and singles up to age 25. The Youth Director will be directly responsible to the Senior Pastor.

Responsibilities:

- Guide the church Board in determining Parkside's youth ministry philosophy for effective ministry based on scriptural principles.
- Develop and maintain a balanced program of youth educational ministry within the church, including Sunday school, mid-week ministries, discipleship and missions.
- Develop and maintain the policies and procedures for an effective youth ministry.
- Regularly evaluate the youth ministry's objectives and effectiveness, implementing changes and improvements as needed.
- Plan at least 2 regular worship services (Jr. & Sr. High) per year to be planned and presented by the youth.
- Teach on a consistent basis in various ministries within the life of the church.
- Work directly with Adult Sponsors (servant leaders), who will assist in attaining an effective youth ministry by providing positive adult role models for the youth.
- Encourage and empower the Adult Sponsors to assist the Youth Director in engaging with youth on a corporate and individual level.
- Assist the church Board in preparing the annual Youth Ministry budget.
- Attend and participate in weekly staff meetings and monthly Board meetings. At each board meeting, provide the Board with a monthly report of activities.
- Continue to develop personally by attending conferences and conventions, as approved by the church Board. Be willing to network with other youth pastors/directors.
- Acknowledge Jesus Christ as personal Lord and Savior and demonstrate personal maturity and godliness, growing in conformity to the image of Christ.

Education Requirements:

Must have, or be in the process of obtaining, a Bachelor degree in Youth Ministry, Theology, or Christian Education. Experience with working with youth is preferred.

Additional Expectations for an Effective Youth Ministry

Personal

- A person competent in the Word from a dispensational perspective.
- A committed Christian living in accordance with the Word of God.
- Be a member of Parkside Bible Church, agree with the doctrinal statement of the church, and abide by the by-laws of our church.
- Ability to be flexible and teachable.
- Ability to communicate with all groups in the scope of his ministry.
- Willing to be a servant.
- Have a passion about the value and importance of youth ministry.

Professional

- Be directly responsible to the Senior Pastor on a day-to-day basis. This will also include a weekly written report of planned ministry.
- Update the Church Board about your ministry, including any fund-raising efforts planned well in advance and approved by the Senior Pastor and Deacon Board so as not to conflict with all-church efforts.
- Coordinate with the Senior Pastor all curriculum planning.
- Maintain student growth files - Write development plan support plan for each student.
- Conduct a parent advisory group once per month with the intent of gathering input to guide the youth ministry. Rotate the parents you meet with so you can also spend time discussing their children in depth.
- Promote the youth ministry within the church personally, through teens, and through the youth sponsors by utilizing all the media of the church to keep the ministry in the minds and hearts of the entire church.
- Coordinate the various youth sponsors in their areas of responsibility and help ensure their effectiveness. Regular meetings, both individual and group, with the youth sponsors are vital to keep everybody “on track” and supported.
- Encourage the teens by attending athletic events and other school events in which they participate.
- Invite small groups of teens to socialize together with you over light refreshments at local restaurants.
- Maintain contact with teens by phone and personal visits where appropriate.
- Plan, promote and participate in group activities that will encourage teens to invite their friends for the purpose of evangelism and/or Christian growth.
- Teach and encourage teens to live their lives in such a way that they will be “light and salt” in this world – drawing others to Christ.
- Generally lead, guide and counsel youth in personal Christian growth and development.
- Be a positive role model for teens by demonstrating a consistent Christian life.
- Visit with the families of teens to help build friendship, partnership, and mutual understanding of the ministry directions.
- Be available to counsel families who are experiencing stress. Work in concert with the Pastor in crisis intervention while maintaining confidentiality.
- Encourage teens and their families to consider their abilities and spiritual gifts as an opportunity to serve God including the potential for vocational ministry.
- Encourage teens and their families to invest in their higher education by attending Grace Christian University.
- Be willing to submit to a personal background check.
- Assist in annual evaluation of your performance and ministries.
- Submit to the board’s authority when significant ministry changes are necessary.
- Stay within established budget parameters approved by the board.
- Be prepared to be accountable for a 50 hour work week.
- Plan to be involved with one activity outside of your job description.
- Schedule regular office hours each week and publish these to the congregation.
- Be prepared to flex your daily work hours to make yourself available to increased participation with youth in their many activities outside of the normal workday timeframe.