

JOB DESCRIPTION FOR PASTOR / DIRECTOR OF YOUTH MINISTRIES

Along with teams of volunteers, the Pastor/ Director of Youth Ministries is responsible for all the ministries to youth aged 11-24 at ClearView Christian Reformed Church (Education, Pastoral Care, Social). In addition, there is some oversight of specific Outreach initiatives such as the girls and boys ministries (GEMS, Cadets, VBS, possibly sports) for children and youth. Depending on qualifications of the candidate, it is expected that the position would also involve some preaching and worship leadership.

Aims of Ministry

To have youth ministries that will allow young people within and outside of the church community to be connected with the fullness of Jesus Christ in such a manner that they can live abundantly in and for Christ.

Specific Responsibilities

Youth Ministries

- Provide the required direction, oversight and support to the youth ministries (Gems, Cadets Vertical, Gravity) in a manner that will enable these ministries to be most effective.
- Initiate ministry opportunities to and for youth where none currently exist. (e.g., College and Careers)
- Ensure that our youth ministries and programs respond to the spiritual and social needs of the participants and that discipling programs are in place which will allow youth to grow in their knowledge and relationship to Jesus Christ.
- Create outreach programs specifically aimed at the youth in the community, with the active involvement and participation of our existing church youth.
- In conjunction with adult leaders and Youth Elders, ensure that meaningful personal relationships are established and maintained with all youth
- In conjunction with Youth Elders, provide pastoral care to youth.
- In conjunction with the Education Committee, select Catechism and other small group study and discipling material.
- Take personal leadership in education and discipleship as required.
- Participate in the preparation of youth for Profession of Faith.
- Encourage and support, with the appropriate resources, the fullest involvement of our youth in all areas of the church, including worship, fellowship, outreach and all other ministries.
- As the opportunity presents itself, and with the approval of Church Council, lead worship services.
- Promote and encourage interaction between youth groups and youth leaders in area churches.

Leadership

- Be a spiritual role-model.
- Recruit, train, and assimilate new youth leaders.
- Encourage and assist youth leaders and Youth Elders to establish and maintain meaningful relationships with youth.
- Complement and support plans of the Outreach Committee, and other relevant committees, as appropriate.
- Facilitate and lead in youth functions as required i.e.: retreats, youth services etc.
- Identify appropriate courses and seminars for the ongoing development and training of youth leaders and encourage their attendance and participation

- Be an advocate for youth and youth ministry

Administration

- Work with the Worship Coordinator when preparing services.
- Participate in the creation of an integrated master schedule of all church youth programs
- Establish and communicate a program of all youth events to both youth and their parents
- Participate in the determination of all youth ministry budget requirements
- Oversee the distribution of the youth ministry budget among all groups and programs and ensure that budgets are adhered to.
- Maintain a database of information on youth
- Ensure necessary parental release forms are obtained and maintained on file
- Ensure that the guidelines of the Child & Youth Safety policy and the Driving policy are adhered to.
- Promote youth ministry before members of groups, the congregation, and Church Council
- Promote an awareness of issues within youth ministry.
- Communicate regularly via the weekly bulletin, the website, and monthly issue of Connections

Accountability & Working Relationships

- Accountable to church Council for direction and support
 - Through the Personnel Committee (including Pastor) on professional, personal and job description issues
 - Through Youth Council for youth ministry related issues
 - Through the Pastor in areas of theology and doctrine, and general administrative oversight through weekly staff meetings.

NOTE:

- *Performance Appraisals initiated and conducted by the Personnel Committee, will occur annually, at the end of the church calendar year (May/June).*
- *Youth council will be responsible for reporting to council through Ministry Board.*
- Participate in the Youth Council as a forum to discuss youth interests and provide prayer support.
- Be an integral part of the staff team and attendance at weekly staff meetings
- Be active in a networking group for professional support and development and to encourage ties and collaboration among area church communities
- Seek out and maintain a mentoring relationship
- Enlist the support and participation of the Worship Coordinator in involving church youth to be actively involved in all aspects of worship services

Qualifications

- A strong personal relationship with Jesus Christ that is ongoing in its growth and significance
- Some knowledge of and support for Reformed tradition and theology
- Willing to align oneself with the denomination by membership, if not already a member.
- Experience working with youth in a church context
- Demonstrated ability to work in a team environment
- Proven skills in developing and fostering relationships in and with the community
- A desire to grow through attendance at relevant courses, seminars, and conferences, etc. (within budget constraints)
- A willingness and ability to work flexible hours.
- Evident organizational and administrative skills, including ability to delegate.
- An appropriate degree from college/University and/or seminary in a course of study in youth ministry, is preferable
- Salary is commensurate with experience and level of education.