

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

- I. **Job Title:** Director of Youth Ministries
- II. **Reports to:** Pastor Scott / Consistory  
Annual performance evaluations conducted by Executive Team
- III. **Position Scope:**
  - A. To develop, coordinate, and provide overall leadership to the junior and senior high youth ministry of Second Reformed Church in a biblical, relationship-based, Christ centered program.
  - B. The Director of Youth Ministries is a key member of the Church Staff. Staff Members each have assigned duties for which they are uniquely responsible as well as working collectively as a team for the overall ministry of the Church. The incumbent's skill set will influence additional ministry responsibilities.
- IV. **Qualifications**
  - A. Strong, personal faith in Christ, demonstrating spiritual maturity, engaging in spiritual practices
  - B. Commitment to the authority of God's Word evident in life and ministry
  - C. Ability to work and relate comfortably with both youth and adults
  - D. College education, Youth ministry experience preferred.
  - E. Accept R.C.A. polity and authority of consistory
  - F. Demonstrate initiative in building relationships with youth and church
  - G. Musical and Technical Skills are preferred, but not required
- V. **Primary Responsibilities**
  - A. Provide overall leadership of junior and senior high ministry.
    1. Recruit, train, and support a network of adult sponsors
    2. Plan weekly youth meeting incorporating worship, fellowship, prayer, bible study
    3. Provide small group opportunities for youth
    4. Provide occasional activities in addition to weekly youth group / small group.
    5. Plan yearly retreats for both junior and senior high students
    6. Plan a mission trip at least once every two years
    7. Maintain frequent contact with youth and attend their school events as able
    8. Participate fully in the life of the church and encourage youth participation
    9. Integrate youth ministry into the life of the church. Maintain communication with church about youth ministry
    10. Provide a Sunday learning experience for youth
    11. Implement fundraising program to supplement youth budget
    12. Work together with the janitor to ensure that the Bridge Youth Center building and property is kept clean and organized
- VI. **Administrative Responsibilities**
  - A. Provide a monthly written report to consistory and attend monthly consistory meeting to report on youth ministry
  - B. Participate in weekly staff meetings
  - C. Establish regular office hours and be accountable for time spent

- D. Document expenditures and work within the parameters of the yearly budget
- E. Maintain student database and provide monthly calendars to youth
- F. Provide communication to church and youth via bulletin, newsletter, website...

**VII. Employment Particulars**

- A. Annual Salary of \$32,500 plus Housing at Church owned property
- B. The position is Full-Time Salaried based on 40 hours per an average work week
- C. Insurance stipend of \$5,000 annually
- D. Vacation and sick time allowances of three (3) weeks
- E. Personal expenses directly related to work activities will be reimbursed to a maximum of \$1200
- F. An annual personal development allowance of \$500 is available