

First Presbyterian Church of Petaluma
Position Description

Title: **Director of Youth Ministry**

Purpose: To provide encouragement, guidance and support for 7th-12th grade youth so that they may grow strong and secure in their faith by the time they finish 12th grade.

Accountability: The Director of Youth Ministry is accountable to the Pastor as Head of Staff and responsible to the Session through the Youth Commission and Personnel Committee.

Responsibilities:

- Lead, equip and share ministry with existing volunteer staff for youth ministry. Recruit and provide training for new volunteer staff.
- Convene and lead regular volunteer staff meetings for planning, evaluation, discipleship of volunteers and sharing of ministry.
- Coordinate and lead weekly programs for Senior High and Junior High ministries.
- Coordinate special events for youth for outreach, fellowship or mission.
- Develop and lead a team that provides a new Junior High Sunday School class to develop student-disciples of Jesus Christ and which prepares students who choose church membership.
- Develop Senior High small group Bible studies.
- Lead outreach to public school campuses.
- Coordinate and help plan the summer mission trip for senior high youth.
- Participate in weekly staff meetings. Communicate with other staff.
- Promote youth ministry with the youth, parents, and the congregation.
- Participate regularly in the church's Sunday worship, occasionally leading in the service.
- Provide occasional back-up for the pastor with visitation, teaching.

Qualifications:

A qualified candidate will demonstrate Christian faith, maturity and a passion to help youth grow. As a leader in the church, the Director of Youth Ministry is expected to support the vision and goals of the church, and live by the Biblical standards for church leaders. The Director of Youth Ministry will possess a strong Christian background with at least three years in church youth ministry part time or as a volunteer and two years of college, including four classes (or equivalent) in ministry training/Bible in college or seminary. S/he will possess good organizational skills with the ability to provide leadership and effectively work with children, parents and adult volunteers. The Director of Youth Ministry will demonstrate a commitment to continued education and growth.

Terms: Part Time Position – 20 Hours/Week, including Sundays.
The annual salary will be established by the Session upon recommendation of the Personnel Committee. Vacations, Leaves, Holidays and other benefits are subject to the provisions in the Personnel Policies of First Presbyterian Church of Petaluma.

Relationships:
The Director of Youth Ministry will lead the Youth Commission, in partnership with the Elder for Youth Ministry, and nurture an effective working relationship with the Pastor.

Evaluation:
Performance reviews will be conducted annually by the Pastor as Head of Staff and the Session Personnel Committee. The Session Personnel Committee will annually review the adequacy of compensation.

Approved, Session Mar. 29, 2008