

## **Faith Presbyterian Church** ***Position Description***

**Title** – Associate Pastor of Family & Youth Ministry

**Position Status** – Exempt, Full time, Year-Around, Salaried Professional Position

**Work Schedule-** To be determined by program requirements and approved by the Senior Pastor, Head of Staff

**Purpose** –To lead a ministry focused on families and youth, consistent with the vision and mission of Faith Presbyterian Church and the principles of the G.E.T. Faith@Home family ministry program; to help people grow in their love for, faith in, and service to Jesus Christ.

**Accountability** – The Associate Pastor is accountable to the Senior Pastor, Head of Staff, and to the Session through the Personnel Committee

**Responsibilities** –

- Provide pastoral leadership for Faith’s Youth Ministry by working alongside others to:
  - set overall vision and direction
  - provide biblical teaching for students and adult leaders
  - reach out to youth through attending student events and visiting school sites
  - develop a ministry to the parents of youth by providing community, support, guidance, encouragement, and opportunities to be strengthened as families
  - implement programs in the areas of Bible study, fellowship, worship, outreach, and mission for junior and senior high youth
  - facilitate the creation of opportunities for the youth to connect in worship, fellowship and mission with the larger Faith community
  - administer program events (e.g. camps, youth group, special events, Youth Sunday)
  - oversee the Confirmation ministry
  - encourage college students who are away at school and promote ministry opportunities for those who remain in the area
  - provide pastoral support to the Youth Elder, working together to lead and equip the youth ministry team.
- Provide pastoral leadership for Faith’s Family Ministry by working alongside the Family Ministries Coordinator and others to:
  - set overall vision and direction
  - equip and train parents to disciple their own children in the Christian faith
  - design and implement family fellowship and training events and ministries (e.g. Family Home Groups, quarterly fellowship events, etc.)
  - provide pastoral care to families and parents.

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- Work in cooperation with the other pastors in the general ministries of the church such as:
  - hospital visitation (particularly with youth and their families)
  - pastoral counseling (particularly with youth and their families)
  - participate in the work of Session, including committee work and the setting and maintenance of budgets
  - officiating at weddings, baptisms and funerals.
- Provide leadership in the weekly worship services, including regular opportunities for preaching.
- Coordinate with other staff and Session committees in planning church-wide events (Fall Retreat, Harvest Dinner, Youth Sunday, etc.) and Presbytery-wide events (Triennium, etc.).
- Participate faithfully in the work and worship of the governing bodies of the Presbyterian Church (USA).
- Develop and maintain relationships and cooperative ministries with other churches/pastors in the community (particularly as it pertains to Youth and Family ministries).
- Oversee hiring, supervision and training of the Youth Intern.
- Oversee supervision and training of the Director of Children's Ministries, meeting regularly with Director to provide direction, feedback and support.
- Oversee supervision and training of the Family Ministry Coordinator, meeting regularly with Director to provide direction, feedback and support.
- Provide pastoral support to Children's Ministry Elder.

### **Relationships**

- Senior Pastor, Head of Staff - provides day-to-day supervision of Associate Pastor, and provides job performance feedback.
- Director of Children's Ministries – provide day-to-day supervision and feedback and monthly job performance feedback.
- Family Ministry Coordinator- provide day-to-day supervision and feedback and monthly job performance feedback.
- Youth Intern – provide day-to-day supervision and feedback.
- Personnel Committee – Obtains periodic feedback from Associate Pastor regarding needs and helps with problem resolution. Annually, facilitates performance evaluation.
- Volunteers – Trained, coordinated and supervised by Associate Pastor.
- Staff – Participates fully and enthusiastically in all staff meetings.

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**Skills, Knowledge and Abilities –**

- Full commitment as a growing disciple of Jesus Christ. Through Him believe in one God, Father, Son and Holy Spirit.
- Commitment to the training and equipping of God's people for the work of ministry (Ephesians 4:11-12).
- Passion for working with and teaching youth and young adults.
- Commitment to working as part of a team to accomplish the goals for ministry as envisioned by Session and directed by the Head of Staff.
- Commitment to pray for the ministry at Faith and to study scripture in search of God's will for this ministry.
- Ability to be flexible and adaptable.
- Be an enthusiastic self-starter, with independent drive and self-discipline, being led by the Holy Spirit.
- Ability to take direction and follow through with commitments.
- Commitment to maintaining integrity between ministry and lifestyle.
- Strong organizational, communication, inter-personal, and management skills.
- Ability to maintain confidentiality.
- Ability to meet deadlines.
- Comfortable and proficient in use of technology as a tool for ministry.

**Review and Evaluation** – The Session Personnel Committee and the Senior Pastor will conduct an annual review and evaluation of this position before any changes in job description or compensation are made.