ST. JOHN’S REFORMED CHURCH

Position Title: Director of Youth Ministry

Reports To: Senior Pastor

Date Proposed/Revised: January 2024

# Principal Functions

The Director of Youth Ministry is responsible for the Christian ministry to the youth of St. John’s Reformed Church. This involves developing, coordinating, facilitating, and administering ministry programs and activities designed for Christ-centered growth in each individual’s life. This growth should include spiritual maturity, social development and physical maturity and leadership skills. In addition to having a passion for Christ and for the youth at St. John’s Reformed Church, the Director of Youth Ministry must be in touch with the youth culture.

# Position Requirements

* Good interpersonal skills.
* Good communication skills.
* Good leadership skill set.
* Creativity and enthusiasm for the youth and their activities.
* Willingness to work with the Senior Pastor and follow his guidance.
* Experience in youth program leadership preferred.
* BS or BA degree or major in Bible or pastoral studies preferred but not required
* Well rooted and grounded in the Old and New Testament Scriptures and have a relationship with Jesus Christ as his/her personal Savior.
* Undergo any certifications or background checks as mandated by law or by request of St. John’s Reformed Church.

# Specific List of Responsibilities – Youth

* Coordinate and lead youth meetings, focusing on bringing them to Christ and nurturing them in their faith.
* Make personal one-on-one visits with youth on a regular basis.
* Provide communication weekly in appropriate print and electronic media to the youth and their parents.
* Plan youth retreats and mission trips as approved by the Senior Pastor and Consistory.
* Provide leadership and appropriate supervision for all youth during all onsite and offsite activities.
* Provide leadership and directional setting for fund raising and recreational activities that have been approved by the Consistory prior to implementation.
* Recruit and meet with volunteers of the youth program to review programs, activities and provide updates on interpersonal relationships.
* Maintain financial accountability for youth programs.
* Provide leadership/supervision for all youth.
* Teach a Sunday School class and/or Bible Study for the youth if the opportunity and availability emerges.
* Work with the director of the youth choir and drama groups if the opportunity arises.

# Specific List of Responsibilities – Church Administration

* Reports to the Senior Pastor.
* Meet with the Senior Pastor for direction and mentorship as needed.
* Develop yearly goals for youth programs for presentation to and approval by the Senior Pastor.
* Submit monthly status reports on the youth ministry to Consistory.
* Maintain financial accountability through reports to the Senior Pastor and Consistory.
* Submit annual request for youth ministry budget by the month of October for the following year.
* Maintain an authentic and growing personal walk with Jesus Christ through ongoing spiritual disciplines.

**Compensation and Working Hours**

* Hourly rate commensurate on education and experience.
* Position is generally expected of 20-25 hours per week with additional hours for specified activities approved by the Senior Pastor.

**Employment Administration**

* Each employee hired is subject to up to a 180 day continuous probationary period. This will give the employee an opportunity to become acquainted with the job, as well as provide time for the leadership of St. John’s to evaluate his/her performance. At the end of the up to initial 180 day period, a review will be conducted by the Senior Pastor and Consistory.
* Each employee will be subject to an annual end of year review of their work performance, to be given by the Senior Pastor and a Consistory member(s). The review will be the primary component in determining what salary increase, if any, will be given for the following year.
* Each employee is required to submit personal goals and objectives for each year that will be an important part of the annual review performance.
* In the event of termination of employment by either party, the terminating party shall provide a thirty (30) day notice. The amount of time may be shortened if both parties are in agreement.

**Approvals:**

Senior Pastor:

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Personnel Committee Chairperson:

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Consistory President:

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**Acknowledgement of Position and Responsibilities**

Director of Youth Ministry:

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**Consistory Approval**

Date Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_