

Puna Covenant Church
Director of Youth Ministries/Part-Time (12 hours/week)
Job Description

Job Title: Director of Youth Ministries (YM)

Reports to: Senior Pastor

Measurable Criteria:

- Member of PCC and in agreement with our church vision, goals and statement of faith.
- At least a Bachelor's degree (B.A. or B.S.) from four-year college or university (some Bible college or Seminary desired)
- At least three years youth ministry experience in a growing youth ministry
- Experience managing others

Observable Qualifications:

- A strong walk with God through a growing personal relationship with Jesus Christ
- Teachable, with a desire to grow in their faith and abilities
- A self starter—highly motivated
- A passion for youth and youth ministry
- Understand youth culture today
- Strong verbal and written communication skills
- A good role model
- Team player with effective relational skills (work well with others)

Job Description:

1. Set the vision for the youth ministry with a plan to carry it out

- Create a Biblical purpose statement for the youth group including at least these three elements: 1) outreach & evangelism, 2) spiritual growth (which includes fellowship, worship and Biblical teaching), and 3) student leadership.
- Teach the vision and purpose statement to all volunteers, staff, and student leaders
- The yearly plan should be prepared in coordination with the yearly budget and reviewed by the Senior Pastor.
- Partner with Young Life in ministry to area Middle and High Schools

2. Develop and lead programs according to the vision and purpose of the youth ministry

- **Outreach & evangelism:** Create outreach programs, activities and events (evangelism). Schedule at least 1 outreach/evangelism program every 2 months.
- **Spiritual Growth:** Responsible for Youth Sunday School program and teaching: arranging for curriculum and teachers.
- Plan regular spiritual growth programs, activities and events that include opportunities for kids to worship, fellowship with each other, learn Biblical truths and apply them to their lives.
- **Leadership Development:** Plan programs, activities or events, developing students who want to reach out and serve others, impacting them with the love of Christ. Encourage student leadership during regular meetings in areas like music, prayer, planning games and skits, set-up and clean-up, etc. Look for special

opportunities to develop student leaders through attending special seminars and conferences (i.e. CHIC)

3. Recruit and train volunteer leaders to help you with your purpose

- Every student should know an adult who is praying, caring and investing in their lives. Organize a “prayer-partner” program between PCC adults and students.
- Meet regularly with your volunteers.
- Build into your YM team with consistent training and equipping. This training can be led by other volunteers. This might be an annual training event.

4. Build and maintain relationships with kids both church and unchurched

- Meet regularly with kids from the youth group.
- Befriend several unchurched kids with no strings attached.
- Seek out opportunities to “hang out” with kids on campus, at sports events, or in the community.

5. Build and maintain quality relationships with parents

- Clearly share your vision with parents so they understand the purpose of the youth ministry. Organize a fall “kick-off” meeting to introduce the YM to parents.
- Create avenues of consistent contact with parents (regular e-newsletters or semester calendars, annual parent meetings, etc.).
- Become aware of the needs of the parents.

6. Network with other youth workers in the community

- Initiate contact with other youth workers to pray for the community.
- Meet periodically with other youth workers, encouraging each other, sharing ideas and experiences.
- Program or attend area events with other youth ministries annually.

7. Set and oversee the youth ministry budget

- Set a budget that reflects the values stated in your vision and purpose
- Be prudent with finances, sticking with the budget you set

8. Involve students in the ministry of the church as a whole, supporting and participating in the church’s vision, worship services, and activities

- Encourage youth to attend worship service--maybe sitting together

9. Develop and grow as a youth worker

- Keep informed on YM developments and resources through blogs, magazines, pod-casts, and conferences.

10. Attend monthly church staff meeting

11. Provide a monthly report to the senior pastor of your goals, accomplishments, prayers and praises. This will also be given to the church council.