

Job Description

Director of Youth Ministries

Harvey Browne Presbyterian Church

Introduction

The Director of Youth Ministries is part of the complete ministry team of clergy, musicians, administrative and financial assistants, and volunteers who serve the congregation. The work described below is to be considered in support of the mission of the church in its outreach, worship, celebration and use of the gifts of persons as disciples.

Personal Characteristics

The Director of Youth Ministries is expected to possess the knowledge and skill necessary to foster strength for the church's ministry programs with middle and high-school aged youth. This person must have a deep sense of Christian faith, an understanding of Reformed theology, and a passion for building a just and peaceful world, where all God's people, regardless of race, class, sexual orientation or gender identity, are recognized and affirmed as God's beloved children. Affiliation with the Presbyterian Church (U.S.A.) is preferred but not essential.

The Director of Youth Ministries must be a self-motivated person and a conscientious worker who accepts and carries out responsibilities with enthusiasm and imagination. In addition, s/he is to exhibit other positive work habits such as promptness, friendliness, and willingness to serve as part of a team. The work s/he does must be held in strict confidentiality.

Principal Functions

The Director of Youth Ministries serves as a member of the church staff to oversee the youth ministries of the church. Responsibilities include: management and oversight of all ministries for middle and high school students, including coordinating with volunteers to encourage an enthusiastic, spirited, positive approach to Christian formation and discipleship.

Primary Responsibilities and Duties

1. To nurture and support an overall Youth Ministry Program for middle and high school aged youth in the congregation. This includes, but is not limited to:
 - a. Leading weekly Sunday evening programming for middle and high school youth, including Christian education and spiritual formation, community building, and outreach/mission exercises.
 - b. Planning additional weekly opportunities for faith exploration, whether on Sunday mornings or Wednesday evenings.
 - c. Planning and implementing events, trips, and retreats, including but not limited to:
 - i. Lock-ins at the church,
 - ii. Day and overnight retreats at our local Presbyterian Camp (Camp Cedar Ridge) and nearby church camps,

- iii. Mission activities, including local day-long experiences and extended trips
 - d. Coordinating participation in church-wide conferences, including the Montreat Youth Conference, Montreat Middle School Conference and Triennium.
 - e. Developing a yearly confirmation process that is open-minded and welcoming of youth in all stages of faith.
 - f. Supporting participants in the youth program through relationship-building both within church programs and through supporting youth in their sports, theater and extracurricular activities.
 - g. Recruiting, training and coordinating volunteers in all aspects of the youth program, including forming a youth advisory team.
 - h. Working with families to support young people experiencing challenges both within and outside of church programming
2. Work with the Associate Pastor for Discipleship to staff the Christian Education committee, helping them to develop a church-wide vision for spiritual formation.
 3. To assist the Pastor, where possible, in pastoral care and worship leadership
 4. To serve the larger church through presbytery, synod, and General Assembly work, where appropriate.
 5. To provide clear communication to the congregation and youth families.

Hours and Benefits

This position can be either part-time or full-time, depending on the availability of the person best-suited to the position.

Harvey Browne offers a competitive benefits package for eligible employees.

Accountability and Review

The Director of Youth Ministries is accountable to the Associate Pastor for Discipleship and the Pastor as head of staff and shall be annually reviewed by the Personnel Committee each October. Employee grievance and problem-solving procedures as adopted by the session apply to this position.