



**Job Title:** Director of Youth and Families **Full-time or part-time:** Full-time

**Brief description of the job:** Plans, implements, and oversees all youth ministry programming including: Sunday school, Youth group meetings, the Westminster Youth Council, Small Groups, 8th grade Confirmation Class meetings and Confirmation Sunday, Mission and recreational overnight trips, in particular Montreat Youth Summer Conference, local service opportunities, All-Youth and Individual grade events, church basketball, and education and support for parents of youth, as well as pastoral support for individual youth. As a team, the youth ministry staff work to create space for community among youth and opportunities for spiritual growth and a deepened relationship with God.

**Duties and responsibilities of the job:**

- Leads strategic visioning and planning process to ensure that short-term and long-term goals are met as well as benchmarks.
- Adheres to a specific curriculum chosen by the Executive Director of Family Ministries, distributes to Sunday School leaders and uses the Bible actively in these weekly lessons.
- Attends weekly WPC program and admin staff meetings and leads weekly youth staff meeting.
- Communicates on behalf of the Youth team in WPC weekly staff meetings, Session meetings, congregational meetings, Youth and Families Committee and others as directed, submitting written reports as required.
- Writes and publishes recurring youth newsletter.
- Serves as staff support for Youth and Families Committee.
- Recruits youth for participation in worship, i.e. Senior and Confirmation Sundays, liturgy reading and preaching, beadles/acolytes, and for presentations to the Congregation post youth service outreach and mission trips.
- Supports the activities and work of the Youth Council as an extension of the Youth and Family Committee and-mentors youth to be leaders in the youth ministry.
- Organizes and oversees small group ministries. Provides weekly faith-based prompts, bible stories, or scriptures for group leaders to follow.
- Builds connections between youth and youth leaders, including parents of youth by setting goals and action steps to assure regular personal outreach.
- Meets with youth one-on-one to offer pastoral care and spiritual presence.
- To participate and encourage youth in their extracurricular activities outside of the church.
- Assists in coordinating parent educational and fellowship opportunities.
- Establishes communication strategy and assures regular communication to Youth and their parents using various communication and social media tools such as weekly Koinonia emails, texts, e-blasts, etc. so that youth, parents and WPC members/friends are informed and engaged with the Youth Ministry.

**Position reports to:** Executive Director of Family Ministries

**If this is a supervisory position, name the other positions supervised:** one or two other youth staff.

**Credentials and experience necessary to perform the job:** college degree, experience working with youth, past involvement in church and/or greater church functions, basic understanding of PC(USA) theology.

**Minimum Salary** – 50,000 open to negotiation based on experience and education.