

Highland Presbyterian Church
Position Title: Youth Director

Revised: April 1, 2019

Position Summary: Advocate for, engage with and grow our middle school & high school; secondary emphasis on upstart college ministry. (exempt/full-time)

Accountability: Senior Pastor, Head of Staff; supervised by Director of Christian Education

Supervises: Youth Ministry Interns & Upward Basketball Interns

Responsibilities:

1) Youth, Church, and Community Involvement (30%)

- a. Be available to encourage, challenge, and counsel the youth, young adults and parents as followers of Jesus.
- b. To attend student activities on a weekly basis including athletics, arts, and other interests.
- c. To organize quarterly outreach activities, coordinating with Mission & Service.
- d. To organize quarterly intergenerational activities/events, coordinating with Family Ministry

2) Youth Ministry Weekly Programming (25%)

- a. To plan, oversee, and implement weekly Youth Group Gatherings.
- b. Build a team of passionate adult interns and volunteers to help mentor and disciple the youth on Sunday mornings and weekly youth programming.
- c. To be the primary Sunday school teacher for either middle school or high school and supports the confirmation ministry.

3) Upward Basketball Ministry (15%)

- a. To direct all administrative duties for Upward Basketball.
- b. To organize, recruit and supervise volunteers, Upward's intern, and/or upward staff

4) Youth Ministry Mission Trips & Retreats (15%)

- a. To plan, promote, organize & attend assigned middle and high school retreats, including, but not limited to:
 - i. Annual Montreat Youth Conference & Massanetta Middle School Retreat
 - ii. Triennium Conference PC(USA) (every 3 years, 2022)
 - iii. Donegal Presbytery Sponsored Retreats (Reality, Breakaway, other)
- b. To help plan, promote, organize and attend
 - i. annual Family Ministry Intergenerational Mission Trip (WV)
 - ii. annual church-wide mission trips (El Salvador & Peru, alternating years)
 - iii. annual Spring fundraiser

5) Administrative Responsibilities (15%)

- a. To attend meetings of staff (weekly), youth council & contemporary worship (as scheduled).
- b. To attend weekly meetings with supervisor.
- c. To attend weekly and special worship services.
- d. To serve as the staff liaison for the Youth Council.
- e. To increase communication through social media, youth website, Facebook, blogs, etc.
- f. To communicate with Youth Ministry families all pertinent details surrounding church and youth ministry news and events.
- g. To request all expenses for Youth Ministry budget through Supervisor.
- h. To educate the congregation about the activities and needs of the youth.

Expectations:

The Youth Director will be committed to Jesus Christ as Lord and Savior, and, led by the Holy Spirit, will demonstrate a personal growing relationship with God through prayer, Bible study, and worship. Although each ordained staff person will have specific responsibilities as defined by the position

description, s/he will be involved in the total ministry of the church through leadership in worship, administration of the sacraments, pastoral care, and leadership for spiritual growth. The intent is to create a collegial ministry to the congregation, preparing Highland members for discipleship, equipping them to serve Jesus Christ.

Qualifications

A seminary degree or college degree or specialized training & experience are desirable. Competitive salary based on degree and experience.

Confidentiality

Employment at Highland requires maintaining confidentiality in relation to all private communication and member information that is not intended for public knowledge.

Initials Staff: _____

Date: _____

Initials Supervisor: _____

Date: _____