



Job title	<i>Youth Director</i>
Reports to	<i>Head of Staff</i>

Job purpose

The Youth Director serves as a part-time position (averaging 30 hours per week) with the goal of becoming a full time position. The Director is primarily responsible for the youth ministry programs for Junior and Senior High age students. The Director will work closely with the Director of Children’s Ministry with the leadership of Junior High age students and with the Director of College Ministries.

Accountability

The Youth Director is accountable to the Head of Staff through the Staff Development Committee and works closely with the Head of Staff. The Director will attend the Spiritual Growth Committee meetings and report to that committee regularly.

Duties and responsibilities

- Supervise youth ministry programs including worship, education, spiritual-development, service, fellowship, outreach, and support of families of youth.
- Responsible for coordinating and overseeing weekly youth programs including Sunday School hour, and at least one weeknight gathering.
- Oversees the planning and execution of special youth events such as local church retreats, lock-ins, seminars, out-of-town excursions and youth mission trips.
- Coordinates and promotes student involvement in worship services, the life of the church and missions.
- Recruits, trains, and guides volunteers to work as partners, mentors, and teachers in youth ministries.
- Lead and teach the Confirmation Class for students.
- Attend weekly staff meetings, worship and be regularly involved in the life of the church.
- Work with the Director of Communications and other staff to coordinate the scheduling of youth events and to utilize media communications to share youth activities with the congregation.
- Regularly meet with the Parent Council for support and planning of youth activities.

Qualifications

As ministry staff it is important that the Youth Director have a relationship with Jesus Christ, affirm the ECO Essential Tenets (eco-pres.org/essential-tenets/), and be an integral part of this community of faith. They should be highly relational able to connect with students, work well with the Children’s Director and College Director, and be highly skilled in recruiting volunteers. The

Director should have at least 3 years of experience in youth ministry with responsibilities for organizing and planning.

Working conditions

Working at a church requires hours that do not always necessarily fit in a regular 9-5 schedule. This position may need to be present for holidays such as Christmas Eve, Sundays, or other irregular times. The employee should average 30 hours per week and be able to produce records if requested but should not average more than 30 hours per week and work closely with the Head of Staff regarding their work schedule.

Approved by:	<i>Staff Development Committee</i>
Date approved:	<i>01/09/2018</i>
Last Reviewed:	

Please submit applications to
info@myfirstpres.org

FPC WICHITA FALLS DIRECTOR OF YOUTH MINISTRIES APPLICATION

(Confidential)

DATE: _____

LAST NAME TITLE FIRST NAME MIDDLE INITIAL PHONE NUMBER

ADDRESS CITY STATE ZIP

PRESENT CHURCH

EDUCATION

LOCATION FROM/TO DEGREE

EXPERIENCE

POSITION REFERENCE CONTACT NUMBER FROM/TO

PERSONAL INFORMATION

Please briefly answer the following questions. Attach a separate sheet of paper if needed.

1. Describe your relationship with God (conversion, spiritual disciplines, etc.) and explain how you keep yourself spiritually fit.

2. Describe your past Youth Ministry experience. (as a student, as an adult and your call to youth ministry)

3. Regarding the confidentiality of my interest in employment at FPC Wichita Falls: (circle a, b, or c)
 - a. My desire for placement is already public. You may discuss this with anyone that's interested.

 - b. My desire for placement is known only by a few. Please discuss this only with my references or others I authorize you to contact, asking that at this stage, they keep it strictly confidential.

 - c. No one knows of my interest. At this stage, please do not discuss this with anyone but me.

PERSONAL REFERENCES

Please list a minimum of three (3) people (not related to you).

1. Name _____ Day Phone _____
Email Address _____ Evening Phone _____
Current Address _____ City _____
State _____ Zip _____

2. Name _____ Day Phone _____
Email Address _____ Evening Phone _____
Current Address _____ City _____
State _____ Zip _____

3. Name _____ Day Phone _____
Email Address _____ Evening Phone _____
Current Address _____ City _____
State _____ Zip _____

RELEASE FORM

(ALL BACKGROUND INFORMATION IS CONFIDENTIAL and will only be seen by the church business administrator and senior pastor.)

AUTHORIZATION AND REQUEST TO RUN BACKGROUND CHECK

I, _____, hereby authorize First Presbyterian Church of Wichita Falls, Texas, to request the release of information regarding any record of criminal charges or convictions and/or driving records maintained on me, whether said file is a local, state, or national file, and including but not limited to accusations and convictions for crimes committed against minors.

I do release the information holder from all liability that may result from any such disclosure made in response to this request.

Signature of applicant: _____ **Date:** _____

Applicant's (printed) name (first, middle, maiden, last):

Print all other names that have been used by the applicant (if any):

Address: _____

Previous Address: _____

Date of Birth: _____ **Place of Birth:** _____

Social Security number: _____

Driver's license number: _____ **State issuing license:** _____