

First Presbyterian Church of Houston
Job Description

Job Title: Assistant Pastor/Director of Youth
Status: Non-exempt, Full-time
Department: Congregational Life
Reports to: Associate Pastor of Congregational Life
Date: 4.3.2018

General purpose of the position:

To oversee, nurture, train and encourage the Youth Staff and volunteer leaders; casting vision for the entire Youth Ministry, and logistically organizing a variety of Youth Ministry related events, trips and functions.

Personality Traits:

We are looking for a Christ-centered, prayerful, high energy, visionary leader who possesses a natural blend of connecting with students and engaging adult. This person will: foster a spirit of fun and joy, effectively lead and influence, cultivate a staff culture of collaboration and excellence, and be highly motivated and adaptable. This person will be an excellent communicator who has a genuine, visible faith that is contagious.

Essential duties and responsibilities:

- Lead, train, develop, encourage and empower existing youth staff for ministry to all youth involved at FPC.
- Train and recruit youth volunteers for Sunday mornings, small groups, confirmation and seasonal trips.
- Cultivate parent involvement and communication, ensuring that Youth Ministry communication to parents is routine, clear and reliable.
- Be a bridge between the youth ministry and the broader church. Demonstrate consistent engagement in the life of the church staff and broader church community. Create ways in which youth can be active in the overall congregation and vice versa.

The Youth Director will oversee, empower, and support the youth staff to:

- Teach Sunday school, lead small groups, and college prep classes, and also participate in other teaching/leadership events.
- Follow-up with new students and parents to engage them into the church community (assimilation).
- Give significant leadership in relational ministry, mentoring and discipling of middle and high school students.
- Work with existing staff to plan retreats and trips.
- Give significant leadership in planning Confirmation, training and enlisting volunteers, recruiting Confirmands and conducting the course
- Encourage and Lead students to participate in worship and other FPC events.

- Participate in the life of FPC through worship and other FPC events and encourage and lead students to participate as well.
- Manage annual Youth calendar by planning 6 months to a year in advance and delegating tasks to Youth Staff by facilitating weekly Youth Staff meetings and prayer time
- Work with Young Adults and Children's Ministry to ensure smooth transitions into and out of Youth Ministry

Supervisory responsibilities:

- Directors of High School (Boys/Girls)
- Directors of Middle School (Boys/Girls)
- Youth Ministry Coordinator

Budget Development: The director of youth will in develop the overall budget alongside the pastor of congregational life and will provide oversight of the budget.

Minimum Qualifications:

- Must be a Gospel focused, prayerful Christian leader. This person will have a contagious faith, with excellent interpersonal skills.
- Bachelor's degree in a related field or equivalent experience.
- Must have a basic concept and knowledge of the principles and beliefs of the ECO denomination and be in agreement with them.
- Must have excellent organizational skills and be able to work on multiple projects and with multiple people simultaneously.
- Must have the ability to prioritize and to be flexible.
- Must have the ability to maintain confidentiality.

Preferred Qualifications:

- Experience in a church environment
- Experience in Shelby and MS Office products

Physical Demands:

Employee must be able to keep up with the active life of a middle or high school student. Employee will often be asked to do physically demanding activities to participate with the middle school students and not just be an observer. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Weekly Hours:

- Full time
- Day off is Monday