



393 East Main Street
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JOB TITLE: Director of Youth Ministry

REPORT TO: Associate Pastor for Discipleship and Education

COMMITTEE INTERACTION: To support and promote the work of the Session through Youth

REPORTING TO YOU: Administrative Assistant for Youth Ministry

PURPOSE:

- a. *To glorify God through Jesus Christ, in dependence on the Holy Spirit*
- b. To encourage and challenge youth, with the privilege and responsibility of becoming disciples of Jesus Christ, active members of the church, and servants of Christ in the world.
- c. To provide pastoral care to youth and families.

GENERAL DESCRIPTION OF YOUR POSITION:

This position leads the Youth Ministry of our 2,000+ member Church. The youth come from many different schools in geographically distant parts of the County and neighboring counties. The Director of Youth Ministry must account for all youth in developing and implementing a vision for youth ministry that will encourage and challenge youth to become disciples of Christ through a rich variety of opportunities undergirded by vital, caring relationships with youth and families.

- Leadership, planning and teaching for weekly programs, Bible Studies, conferences, retreats, mission opportunities locally, and abroad.
- Youth are helped and equipped to understand their faith, and to develop and use their God-given gifts in the church and in the world.
- Parents and other adults are invited into meaningful volunteer service.
- Pastoral Care is provided in times of transition and crisis.

LIST OF RESPONSIBILITIES (in order of importance)

1. Develop Relationships/Fellowship:

- Regular visitation at schools, sports, and other extracurricular events.
- Ensure relationship-building time with students at planned events such as Real Life, Sunday School, Wednesday Coffeehouse, and at special fellowship gatherings throughout the year.
- Build relationships with adults and provide training that lead to recruitment of adult volunteer assistants who will function as organizational leaders, spiritual leaders, and chaperones for youth committees, retreats, and mission trips.

2. Congregational Care:

- Schedule personal visitations, hospital visits, counseling, and home visits as needed.

3. Administration:

- Junior & Senior High Ministry oversight and maintaining vision.
- Budget development and detailed expenditure oversight for all youth programs and events in conjunction with the Youth Elder Chair.
- Recruit and supervise interns (generally college interns) to assist with duties as needed
- Meetings: Assist Youth Elder in leading Youth Committee meetings, setting agenda, and preparing minutes for Session.
- Communicate to youth and parents through mailings, email, text messages, website (youth and church), newsletters (Youth and First News), flyers, registration information, and phone.
- Teach in general church programs as requested, when able.
- Organization of Youth office, rooms, and storage.

4. Regular Programs:

- Weekly Program Leadership includes teaching, participating, and selecting curriculum.
- Weekly Programs include: Sunday School, Wednesday Coffeehouse (Wednesdays at First), Real Life (Sunday nights), Summer Bible Studies, and Breakfast Bible Studies.
- Confirmation Leadership, through planning, recruiting leaders and pastors, and participating with 9th grade students throughout the year, including 3 retreats.

5. Special Programs:

- Two youth FPC retreats each year: Fall and Spring Retreats. Provide, plan, lead, debrief, recruit adult leadership, speakers/musicians as necessary.
- Annual Youth Conference leadership (Montreat)
- Occasional Seminars, e.g., to help educate and assist parents of youth.
- Baccalaureate Sunday for graduating seniors (breakfast, speaker, etc.)
- Community Presence: e.g., at FCA events at local schools. Speaking, providing breakfast.
- Day/Part-Day trips (theme parks, concerts, etc.)
- Youth Sunday

6. **Mission:**
 - Research, plan, promote, organize, recruit, and train leaders. Report on mission trips that are safe but stretching, which promote spiritual growth and impact the lives of all for Christ.
 - Local Mission Opportunities. Souper Bowl, Mobile Food Pantry etc.
 - Annual Mission Trips. International and Local for Senior and Junior High (e.g., Mexico, Inner City, etc)
7. **Worship:**
 - Youth-Led Worship. Preparing youth to lead in weekly meetings, Youth Sunday.
 - Congregational Worship. Assist in worship as requested by the Sr. Pastor.
8. **Other duties as assigned.**

SKILLS, EDUCATION, TRAINING REQUIRED FOR THIS POSITION:

- Spiritual
 - A love of Jesus Christ and an understanding of theology within the reformed tradition
- Social/Organizational Skills.
 - Highly organized, detail oriented, and prone to planning in advance
 - Able to communicate and build relationships with youth and parents.
 - Able to work alongside, and lead volunteers and members of the congregation.
 - Able to plan, organize, train, and supervise programs and adult volunteer leaders.
 - Proficiency in computer skills, and in ability to communicate the overall ministry.
- Training/Experience
 - 3+ years running or assisting with a Christian youth program
 - Spiritual, emotional, physical, and cognitive development of youth.
 - Able and qualified to provide adequate Christian counseling to both parents and youth as needed.
 - Adequate theological training to lead the youth in their faith development.
 - Aware of contemporary youth issues.

CONTACT INFORMATION

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