

WHITE MEMORIAL PRESBYTERIAN CHURCH

Raleigh, North Carolina

**Assistant Director of Youth Ministries**

**Reports to:** Associate Pastor for Youth and Their Families      Effective: 1-09-2019  
**Directly Supervises:** N/A  
**Status:** Full-Time  
**FLSA:** Exempt

**Job Summary**

The Assistant Director of Youth Ministries helps connect, engage, and support high school youth, college students, and their families in order that they experience a loving community, grow in faith, and serve joyfully. The Assistant Director will work with the Director of Youth Ministries, youth, church staff and volunteers to infuse a joyful and welcoming atmosphere into ministries that encourage youth to be actively involved in the life of the church. The Assistant Director will have a particular focus in their work with the High School Ministry.

**Essential Functions:**

1. Under the direction of the Director of Youth Ministries, the Assistant Director will provide programming with a variety of activities both at church and away that will appeal and attract many different youth to participate in church activities, with particular emphasis on the high school ministry. These include Sunday evening programming (youth group and small groups), retreats, fundraisers, overnights or lock-ins, domestic mission trips, and youth conferences.
2. Build relationships with high school youth by regularly engaging them in a variety of contexts, including their church, school and community. Examples include social media, campus visits, and informal small group “hang out” meetings.
3. Ensure all high school ministry volunteer positions are filled with people best gifted to serve in each role.
4. Provides spiritual leadership, training, support and encouragement to the adult and youth volunteers.

**Other Responsibilities:**

1. Provides leadership to team of lay leaders who will plan and implement events and partnerships for the church to minister to young adults who have recently graduated from the youth ministry.
2. Is available to regularly teach at events and works to become increasingly effective in communicating the essentials of the Christian faith to youth and their parents.
3. Partners with Youth Staff to ensure a smooth transition from Confirmation into the High School ministry.
4. Attends youth staff and Youth Committee on a regular basis.

## **Minimum Qualifications:**

1. Commitment to personal growth as a disciple of Jesus Christ.
2. Bachelor of Arts or the equivalent degree and/or experience in the field of youth ministry.
3. Solid understanding of the Christian faith.

## **Core Competencies:**

**Relational:** Values maintaining and developing relationships with others; understands the value of time and presence in building relationships; seeks to help others in the development of relationships within a larger community.

**Creativity and Innovation:** Generates new ideas makes new connections among existing ideas to create fresh approaches; takes acceptable risks in pursuit of innovation; learns from mistakes; has good judgment about which creative ideas and suggestions will work.

**Compassion and Care:** Exudes a natural sense of care for the well-being of others; responds with empathy to the life circumstances of others; communicates a sense of support in his or her very presence; demonstrates appropriate and bounded expressions of care.

**Teaching:** Designs effective lesson plans and facilitates learning experiences in both small and large group settings; selects teaching topics that are relevant, provocative and contribute to a deeper understanding of scripture, theology and spiritual practice; uses a variety of teaching topics to maintain interest and build connection.

**Hospitality/Accessibility:** Generates a sense of hospitality and or accessibility by his or her very presence; communicates a sense of availability, warmth, openness and approachability; fosters natural connections between members of the congregation and with visitors; supports a culture of welcoming and connection in the life of the congregation.

**People/Volunteer Management:** Provides direction, gains commitment, facilitates change and achieves results through the efficient, creative and responsible deployment of volunteers; engages people in their areas of giftedness and passion.

**Verbal Communication:** Is able to deliver a message clearly, articulately and with appropriate emotion in a variety of settings; demonstrates communication styles appropriate to the situation at hand; adjusts the message, without losing the essence of the message, depending upon the circumstance and the listener;

**Written Communication:** Is able to write clearly and succinctly; employs correct grammar, punctuation and patterns of speech; clearly delivers message in a tone appropriate to the context.