



**POSITION DESCRIPTION**

<b>POSITION TITLE:</b>	<b>YOUTH DIRECTOR</b>
<b>REPORTS TO:</b>	Pastor, Youth/Children’s Christian Education Committee Chair
<b>CLASSIFICATION:</b>	Exempt - Ministerial

**POSITION SUMMARY:**

To facilitate Christian Ministry to youth and their families that fosters faith in Jesus Christ as Lord and Savior and equips them to disciple others.

**RESPONSIBILITIES:**

Administration and Leadership

- Forms a Youth Ministry Team that meets on a regular basis for planning, programming, and evaluation.
- Recruits and supports adults to assist in youth programs as volunteers, mentors, leaders and chaperones.
- Develops and leads engaging, vibrant youth activities to include a balance of fellowship; spiritual growth (i.e. Bible study, small groups, Youth Sunday service); and service (i.e. mission trips, community service, congregational care).
- Designs and implements a program for grades 4 & 5 students to create excitement and to ease the transition to Middle School youth activities
- Integrates youth ministry into other ministries of St. Mark seeking to create a culture that is truly intergenerational.
- Assists with Confirmation classes as requested.
- Researches and schedules activities such as camps and conferences, lock-ins and youth events during annual church retreat.
- Attends staff meetings.
- Provides a Christian Education activities report to the Youth/Children’s Christian Education Committee Chair when requested
- Ensures the orderliness of St. Mark facilities following youth activities and secures all buildings.
- Continues to meet the St Mark Child Protection Policy.

Communication and Interpersonal Skills

- Articulates and implements a vision of youth ministry that reflects the love and grace of Jesus Christ as it is lived out in the Reformed Tradition of the Christian faith.
- Communicates in a timely and effective manner, using appropriate resources (i.e. mail, email, website, button, newsletter, texts, social media).
- Provides care and direction to students on an individual basis, respecting differences.
- Forms a partnership with families to support their Christian parenting roles.

- Connects with students in the full range of their interests; annually attend a least one activity involving each youth in the program (i.e. lunch, sports, cultural events).
- Be visible and active at local community events that provide opportunities for meeting youth and their families; encourage students in outreach to their peers within the community.
- Calls on youth and their families in situations such as illness, hospitalization, crisis intervention or death, when support and are needed.
- Works in concert with the Director of Christian Education and cultivate a collegial relationship with all church personnel.
- Develops a working relationship with area youth directors; coordinate activities as may be appropriate.

**TIME REQUIREMENT:** Exempt with estimated work time of 10-15 hours per week

**WORK ENVIRONMENT:** This position operates in a professional church office environment, and is often in a classroom environment with youth and their families. The position routinely uses standard office equipment such as computers, phones and multi-function copier/printers. This position will require travel locally and beyond while carrying out responsible of youth ministry.

**QUALIFICATIONS:**

- Possesses a sense of call to the youth ministry with a sustaining faith in Jesus Christ as Lord and Savior and a reliance on prayer.
- Has experience in youth ministry in a church or similar capacity. A college degree or substantial college credit is preferable but not required.
- Shows competency in basic lay counseling appropriate for youth ministry.
- Professes adherence to the Reformed Tradition emphasizing the sovereignty of God, the authority of Scripture and the gift of grace through faith in Jesus Christ.
- Committed to the mission and ministry of St Mark Presbyterian Church.
- Meets the St Mark Child Protection Policy.
- Skilled in computer technology, social media and web-based research.
- Has a High School diploma or equivalent.
- Has and maintain a valid Texas driver's license.
- Able to speak, hear, understand, read, and write English.
- Has excellent verbal and written communication skills.

**COMPETENCIES:**

- **Teamwork** - Works collaboratively with others with a positive spirit; supports other individual's and ministry team's efforts to succeed; open to others' views; gives and welcomes feedback; helps build morale and commitments to goals; active in life of St. Mark
- **Interpersonal Skills** - Treats others with respect; inspires trust; demonstrates hospitality and tactfulness with members and visitors; manages difficult situations to avoid or resolve conflicts; exhibits compassion, empathy, sensitivity, enthusiasm, and optimism
- **Dependability** - Keeps commitments; completes tasks on time or notifies appropriate person; ensures work responsibilities are covered when absent; is consistently at work and at meetings on time; works ethically, honestly and with integrity
- **Adaptability** - Accepts and adapts to changes in the work environment; responds to direction from leadership; manages competing demands; able to deal with change, delays, or unexpected events; reacts well under pressure; communicates when problems arise

- **Professionalism** - Good quality and quantity of work products; asks for and offers help when needed; displays initiative, creativity and self-motivation; demonstrates discretion and confidentiality; knowledgeable but strives to improve; speaks, writes and listens well; conducts personal life to reflect a positive image

**PHYSICAL REQUIREMENTS:**

- Be able to perform all physical movements necessary to fulfill the job description.

**EVALUATION:**

The Director of Christian Education will receive an initial evaluation after a 90-day probation period to determine continued employment. The Pastor, in consultation with the Youth/Children’s Christian Education Committee Chair and others, will conduct an annual review as directed by the Personnel Committee. Adequacy of performance will be judged by quality of work done, efficiency of a self-directed schedule for accomplishing tasks, meeting requirements of this Position Description and ability to respond graciously to requests from church members, ministries and others.

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*The information provided in this position description has been designed to indicate the general nature and level of work performed by incumbents holding this position. It is not to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of staff assigned to this position. Session has sole discretion to add or modify duties of the position and to designate other functions as essential at any time. This position description is not an employment agreement or contract.*

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PERSONNEL COMMITTEE CHAIR

DATE

I have received and reviewed a copy of this Position Description and agree to abide by its requirements.

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SIGNATURE OF YOUTH DIRECTOR

DATE