

**Pleasant Hill Presbyterian Church
Duluth, GA**

Ministry Description

ASSOCIATE DIRECTOR OF YOUTH MINISTRIES

Overview: The Associate Director of Youth Ministries helps the youth ministry to accomplish its mission to inspire and challenge all Middle and High School youth to enjoy life-long relationships with God and others, built upon faith in Christ, love, and service.

Description and Responsibilities:

- Youth ministry events and programs have an engaging Christian atmosphere where questions are encouraged and conversation is central to the learning and growth process.
- All first-time guests to youth events receive exceptional and timely follow up, so that all youth who want to become a part of the youth ministry feel welcomed and included through the work of the Associate Director, Associate Pastor, and Connections Team.
- Confirmation classes have been a success. The A.D. has participated regularly to build relationships, support the program, and teach on occasion.
- The youth ministry regularly meets or exceeds its participation targets for calendared youth ministry events. The A.D. has had meaningful roles in preparing for and leading Sunday night youth groups, youth outings and trips, and occasional teaching in Sunday morning Church School.
- Youth Sunday was planned and executed well and the congregation is excited to continue the tradition. The A.D. assisted in the planning and leadership of Youth Sunday.
- The A.D. has built meaningful relationships with youth and their families by connecting through regular programming as well as special events and activities.
- The A.D. is connecting with youth in person outside the regular programming at least once per week.
- The A.D.'s character and teaching serves as a catalyst for spiritual growth, in both small and large group settings, as well as in everyday conversations with youth, adult leaders, and parents.
- Documents are put in place and distributed in a timely fashion (including the youth ministry directory, the youth ministry guidebook, event and trip registration forms, and attendance records).
- Event volunteers are recruited at least six weeks prior to the event. Their experience leaves them feeling eager to serve with the youth ministry in the future.
- Youth Ministry volunteers have been empowered and equipped to lead and own various aspects of the ministry. Meaningful tasks have been delegated to them and a spirit of collaboration is felt throughout the volunteer team and staff.
- Communications have been executed in a professional and timely manner following the established game plan. Their execution leaves parents confident that their children are being faithfully and creatively nurtured.
- The A.D. ensures event notebooks are completed for each major event, and each notebook is updated after that event is completed.
- The A.D. assists the Associate Pastor and youth volunteers in ensuring the physical space is warm and welcoming while also being functional for holding established youth ministry



- programs.
- The Associate Director works in cooperation with the Associate Pastor to ensure accountability to the youth ministry's Unified Timeline, developed in cooperation with Ministry Architects.
 - The established plan for running and leading the youth ministry during the Associate Pastor's parental leave has been executed successfully under the supervision of the Head of Staff and in collaboration with the Youth Ministry Renovation Team and other volunteers.

Team Composition (number): 2

Time Commitment: 10 hours per week on average.

Special Talents, Skills Preferred: Creativity, collaborative leadership, ability to articulately express faith in God and love for youth, self-starter who is able to initiate, organize, and implement a variety of programs and events.

Resources and Training Provided: The Associate Pastor for Christian Education will provide training and resources.

Accountability: The Associate Director of Youth Ministry shall be directly supervised by the Associate Pastor for Christian Education and shall be answerable to the Head of Staff and PHPC Personnel Committee.

Personnel Policies: The Associate Director of Youth Ministry shall abide by personnel policies laid out in the PHPC Personnel Handbook.

Compensation: The Associate Director of Youth Ministry will receive an annual salary of \$10,000. Approved time above and beyond the 10 hours (retreats, trips, etc.) will be compensated at \$100 per day.

Employment Status: The Associate Director of Youth Ministry is an at-will employee of the church.

Written/Revised: 10/13/19