

TEMPLETON PRESBYTERIAN CHURCH

Assistant Pastor for Youth and Family Life

PREAMBLE: The family-life ministry portion of this position is new to First Presbyterian Church. Accordingly, the successful candidate should understand that he/she will necessarily play an integral role in shaping the responsibilities associated with that ministry.

Initially, however, the primary responsibility will be youth ministry. The church currently has an active ministry at both the middle and high school levels, a ministry that has, until recently, been performed by the Director of Student Ministries. Because the Director position will be folded into the Assistant Pastor position, the successful candidate's initial attention will be primarily focused on the continued growth—in both effectiveness and scope—of youth ministry.

Ultimately, the successful candidate will move progressively and intentionally toward formulating and implementing the responsibility for family-life ministry as a natural extension of youth ministry. A major part of youth ministry entails involvement with students' families and the Assistant Pastor is expected to be intentional in that endeavor. As a natural, intentional outgrowth of that effort, an effective family ministry will develop. Accordingly, the effective and successful Assistant Pastor will be entrepreneurial and creative in developing programs that reach families of all demographics.

The successful candidate for the position of Assistant Pastor for Youth and Family Life will be one who has committed his or her life to Jesus Christ and is equipped to serve this church. The Assistant Pastor will have strong gifts for youth and family-life ministry and be capable of the rigors of active, creative, demanding, and satisfying work with youth and church families.

Prerequisites, Qualifications, and Skills:

- Living, active, and Biblically-based personal Christian faith
- College graduate
- Ordained or close to completing ordination requirements
- High regard for ministry in a Reformed, Evangelical tradition
- Demonstrated ability to communicate effectively with groups
- Ability to develop and disciple Christian youth—a heart for reaching un-churched youth
- Ease and confidence in relating to youth, church and unchurched families, and church leaders
- Personal warmth, integrity, patience, wisdom, self-control, and creativity
- Fundamental skill in preaching and willingness to grow in that skill
- Supervisory skills, specifically the ability to manage volunteers, paid and unpaid interns
- Administrative skills, including ability to organize, plan, and follow through
- Ability to encourage or develop musical leadership among youth and/or volunteers

Responsibilities:

Youth Ministry Programs:

Providing direction and opportunities for the youth to give their lives to Christ, and focusing acting on building a solid foundation of life in Christ – Be responsible for planning, implementing, and supervising the programs listed below.

- Middle School and High School midweek meetings on church campus and offsite
- Middle School and High School winter and summer camps
- Sunday School on church campus or offsite
- Fundraising activities
- Annual Mission Trip or Service Project experience
- Baptism and confirmation preparation
- Mentorship program with older adults
- Volunteer and paid staff training and oversight
- Communication (e.g. church and community-wide communication of news, events, and information through social network and other forms such as bulletin, newsletters, skits, etc.)

Youth Ministry Involvement:

Assist with planning, implementing, and supervising youth involvement through participation and service in the programs listed below.

- Worship Service and Faith Factory (Children's Nursery and Sunday School)
- Vacation Bible School
- Church Auction/Fundraisers
- Other church programs that include participation of children and youth as appropriate

Sunday Worship Involvement

- Take an active part in Sunday worship (e.g. prayer, Scripture reading, announcements, etc.)
- Preach occasionally

Administration:

- Attend monthly meetings with the Youth Ministries Committee for guidance and support
- Attend weekly meetings with the Pastor and/or Youth Ministries Elder for ongoing ministry supervision, direction, support, and accountability (**see attached addendum)
- Attend monthly Session meetings for youth related discussions
- Oversee church property as required, including Assistant Pastor's office
- Provide a regular column in the monthly church newsletter
- Maintain regular, publicized office hours
- Publicize a three-month calendar of activities listing events approved by Session
- Assist in developing the church budget
- Be responsible with budgetary spending and keeping records of expenditures

Family-Life Ministry (to be developed)

- Form an inter-generational Family-Life Ministry Task Force to assess the needs and desires for this ministry among the congregation at large.
- Liaise with the Director of Children's Ministries to build a roster of families of all ages of children and youth, both churched and unchurched.
- Coordinate with Adult Education elder to create classes aimed, for example, at newly-marrieds, new parents, newly-empty nesters, care givers of aging parents, etc. both for Covenant Members and the greater North County community.
- Train a core of small-group leaders in the formation and direction of new small groups with similar interests and life-cycle commonalities.
- Explore using Covenant Members as tutors for children and youth—expand intergenerational interaction.
- Explore a foster-grandparent program for kids who do not have grandparents close by.
- Participate in the annual Living Nativity program
- Create active outreach to families of children and youth with goal to enfold them in the body of Christ.

Terms

- Full-Time Exempt Employee
- Benefits:
 - Salary & Housing Allowance
 - ECO Health (Medical, Dental, Vision), Death & Disability, and Retirement as ascribed
 - Vacation: 31 calendar days
 - Continuing Education: 2 weeks
 - Mileage Allowance
 - Professional Expense Allowance
- Performance Review: Annually by the Personnel committee with Pastor; approved by Session
- Disclosure of driving record
- Current Life Scan fingerprinting
- Recent negative tuberculosis test
- Termination: Either the First Presbyterian Church of Templeton or the Assistant Pastor may terminate this agreement with 30 days' written notice to the other