

## Director of Youth Ministry Job Description Lebanon Presbyterian Church

Summary: The objective of the position of Youth Director is to reach out to the youth (6th-12th grade) within this congregation in the community; sharing the good news of Jesus Christ's lordship and helping them to grow and to deepen their faith through education, missional, and recreational opportunities.

The following job description outlines the conditions, which apply to the position of Youth Director at Lebanon Presbyterian Church:

The Senior Pastor will supervise the Youth Director. The Youth Director will coordinate all activities with the Christian Education Committee and will be responsible to the Session of Lebanon Presbyterian Church.

Duties shall include, but not be limited to:

1. Share the gospel of Jesus Christ with the youth.
2. Maintain personal faith in Jesus Christ through Scripture study, worship and accountable relationship to include:
  - a. Modeling the importance of worship by attending both worship services at Lebanon Presbyterian Church.
  - b. Participating regularly in an Lebanon Presbyterian Church Bible study.
3. Develop relationships with the youth in this church and in the community, encouraging intergenerational relationships within the church and the integration of the youth into all aspects of our faith community.
4. Direct and plan weekly House (Senior High) and Jr. House (Junior High) youth groups.
5. Plan and oversee recreation activities and retreats for the youth.
6. Plan and coordinate missional opportunities for the youth in coordination with the Missions committees.
7. Recruit and train student and adult leaders.
8. Plan and lead Senior High Sunday School.
9. Maintain good communication with the church staff, the Session, the Christian Education Committee, youth leaders, and parents, to include:

- a. Attending all scheduled staff meetings.
  - b. Attending Session meetings as needed.
  - c. Attending Christian Education meetings.
  - d. Submitting a written report to both Christian Education Committee and the Session, to be reviewed, upon request, by the Senior Pastor.
  - e. Participating in church fellowship activities.
  - f. Publish a printed monthly newsletter.
  - g. Maintain web communications. (e.g. Facebook, website, email)
10. Plan, coordinate, and lead discipleship activities as needed.
  11. Plan, coordinate, or arrange a major summer activity. (Summer's Best 2 Weeks)
  12. Attend training worships, seminars, and networking meetings organized by the Pittsburgh Presbytery for Youth Directors, as well as Pittsburgh Youth Network, etc.
  13. Develop a partnership with area churches and the administration of various surrounding school districts.
  14. Coordinate and plan fundraising activities for the youth group.
  15. Other youth related duties as requested/necessary.

#### Conditions of Employment:

The Session of Lebanon Presbyterian Church agrees to pay an annual compensation of xxx of which xxx is for the salary and xxx is for the cost of the benefits plan. The frequency of pay is semi-monthly, on the 15th and the 30th of each month. Working hours will be a minimum of 40 hours per week. Those hours to be spent in the office will be established with the concurrence of the Pastor.

Within two weeks of beginning employment, the Youth Director will submit to a Federal and State background check, Act 33 and Act 34 clearances, as well as a drug and alcohol screening, with receipt of test to be submitted to the Chairperson of Personnel within two weeks and report to be issued within three months. All of these tests will be paid for by Lebanon Presbyterian Church.

Within six month of beginning employment, the Youth Director will complete a basic First Aid course and CPR, also paid for by Lebanon Presbyterian Church.

Vacation for the first year of employment will be ten (10) working days, which includes two (2) Sundays. In addition, five (5) addition working days, including one (1) Sunday, will be provided for study leave.

The Youth Director will be paid for eight (8) holidays. If a holiday occurs on an established day of rest, including a Sunday, the paid holiday will be applied to the next scheduled working day. Application of the holiday to any day other than the next scheduled working day must be approved by the Senior Pastor.

Holidays include:

New Years Day, Monday after Easter, July 4th, Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Day, and the day after Christmas

Conditions of absence, leave, personal emergencies, etc. as well as all other general personnel policies are outlined in the personnel manual.