



POSITION DESCRIPTION: Director of Youth & Young Adults

Supervisor: Associate Pastor

Supervision Duties: Youth Volunteers, Young Adults Volunteers, Interns

Type of Position: Full-Time (Exempt)

Education Requirements: High School Graduate or higher (preferably a Bachelor's degree)

Salary: 40 hours a week, salaried position. Compensation as negotiated, with special consideration given to experience and education.

Benefits: Includes major health, dental, vision, and disability coverage.

Other benefits include:

- Continuing Education: \$1,000/year
- Mileage Reimbursement: up to \$750/year

Annual Review by: Associate Pastor (prior to December 1).

Summary Statement of Duties

The Director of Youth & Young Adults is responsible for the growth of the program and the spiritual health of Youth (grades 6 – 12) and Young Adults (ages 18 to 35), as well as the recruitment and development of volunteer leaders, and the establishment of a healthy line of communication with parents/families (youth). The Director of Youth & Young Adults is passionate about sharing Jesus Christ with students and young adults, as well as discipling them to have a strong relationship and walk with the Lord. The Director of Youth and Young Adults is also excited to create a fun-filled and engaging atmosphere, so that youth & young adults look forward not only to participating in trips and experiences, but also to attending gatherings at the church that further deepen their faith in Christ. The Director will desire to help young adults discern and lean into their vocational calling from God, as well as mentoring and discipling them into maturity of faith, service to the church, vocational mission and genuine Christian community.

Qualifications:

- Confesses Jesus Christ as Lord and Savior
- Desires to know Christ, grow in Christ, and to make Him known to others
- Loves to spend time with youth and young adults, and develops Christ-centered, healthy relationships with them

- Understands the need to be part of Bethel Presbyterian Church's community/fellowship and has the desire to involve/integrate youth and young adults into the church family
- Understands the importance of a strong partnership with Family and Children's Ministry, creating a seamless transition & curriculum for youth who enter the church as a child, and continue through Youth Ministry
- Lives in a way that is consistent with Christ's mission, values and character
- Possesses a vision to grow Christ's Kingdom by nurturing and expanding the youth and young adults' ministries

Youth Specific Duties:

- 1) The Director of Youth & Young Adults is responsible for implementing and managing all activities and programs for middle and high school age students designed to invite students into a relationship with Jesus Christ, discipling them in the Word, and encouraging them to live in the power of the Holy Spirit.
- 2) Assists youth to learn and practice ways they can share their faith with friends, family, classmates, etc.
- 3) Is responsible for any Sunday morning programming directed at middle and high school students.
- 4) Prepares an annual budget for the youth ministry as directed by the Church Administrator, Associate Pastor, and Session, and submits any necessary documentation for the periodic reporting of the monthly budget and ongoing spending.
- 5) Prepares the agenda for, and leads/conducts all Youth Ministry Team meetings.
- 6) When able, takes advantage of continuing education/training opportunities that would enhance skills in Youth Ministry.
- 7) Builds relationships and rapport between the ministry, parents of the students involved in the ministry, and adult members of the church.
- 8) Assists the Pastoral Staff in the implementation of the Youth Discovery Class, and other discipleship programs for youth.
- 9) Organizes and prepares all activities for the middle and high school students. This includes weekly and other regular programs for outreach, discipleship, service, and other relationship-building activities.
- 10) Recruits, trains, nurtures and celebrates any adult volunteers.
- 11) Visits middle and high school events (sports, plays, concerts, etc.) of students involved in the ministry and builds relationships with students who are not currently participating in the church's youth ministry.
- 12) Fosters a relationship with the leadership of Ridgeview Middle School and Centennial High School, and plans/implements activities to recruit their students to attend youth group and Sunday morning opportunities.

- 13) Is an active and contributing team member on the Next Gen Ministries Team and attends monthly Next Gen Ministries Team Meeting.
- 14) Creates and fosters a partnership with Family and Children's Ministries Team that co-creates and maintains a curriculum scope of study that spans the age range of birth – 12th grade.

Young Adult Specific Duties:

- 1) The Director of Youth & Young Adults is responsible for implementing and managing all activities and programs for Young Adults (ages 18-35), to attract new participants, inviting unbelievers into a relationship with Jesus Christ, discipling young adults in the Word, and helping them to understand and lean into the mission God has for their lives.
- 2) Prepares an annual budget for the Young Adults Ministry, as directed by the Church Administrator, Associate Pastor, and Session, and submits any necessary documentation for the periodic reporting of the monthly budget and ongoing spending.
- 3) Prepares the agenda for and leads all YA Ministry Team meetings.
- 4) When able, takes advantage of any continuing education/training opportunities that would enhance skills in YA Ministry.
- 5) Encourages the integration of young adults into the life of the church through use and development of their gifts, and by connecting them with ministries such as worship, connection, outreach and fellowship.
- 6) Encourages a relationship between Young Adults and church ministry leaders in planning, conducting, and evaluating church events.
- 7) Develops and fosters a relationship with the campus ministries (and ministry leaders) at a local college/university (ie: OSU, Otterbein, Capital, Franklin), and plans/implements activities to recruit their students to attend YA activities, as well as Sunday morning church services.
- 8) Plans and implements seasonal retreats as a conduit for fellowship, learning, and spiritual and social growth.
- 9) Plans and implements regular social activities to encourage fellowship and healthy relationships.
- 10) Provides counsel & direction on an individual basis (where appropriate).

General Duties:

- 1) Meets with the Associate Pastor on a weekly basis to discuss activities of the ministry, receive instruction and encouragement, and pray for the ministry and church.
- 2) Attends weekly staff meetings (usually on Monday mornings), one-on-one meetings with pastoral staff as needed, leadership retreat(s), monthly Leadership Team meetings (Monday evenings), and any other meetings as requested by the pastoral staff.
- 3) Leads, organizes, and participates in any church service activities, mission trips, retreats, or conferences in which youth and/or young adults participate.

- 4) Executes any other duties as directed by the Pastoral Staff or Session.
- 5) Communicates in timely and effective ways with parents, youth, young adults and church staff.
- 6) Develops, implements, and evaluates an effective small group discipleship strategy/model for both ministries.

INSTRUCTIONS TO APPLY:

If you'd like to apply for this position, please send your resume to Jennifer Cronk at: jcronk@bethelpres.org, with "YYA Application" in the subject line of your email.