

## White Oak Associate Reformed Presbyterian Church

**Associate Pastor for Youth and Families**

## Job Description

## Summary:

The Associate Pastor for Youth and Families (APYF) reports directly to the Session and Senior Pastor and will be directly responsible for:

- Overseeing the youth and family ministry of WOARP church and directing the full implementation of its mission and vision.
- Assisting in the restructuring of the youth and family ministry in conjunction with the Session and CE Committee.
- Promoting the gospel ministry both within WOARP and the larger local community
- Caring for the spiritual wellbeing of the youth and families of WOARP church and strengthening them for the challenges ahead in young adulthood while nurturing them with a clear sense of Christian identity through an understanding of their God-given gifts and talents.

## Responsibilities:

Relationships – The top priority of the APYF is to serve as a ‘sounding board’ for students and their parents and know how to quickly refer youth and families to skilled counselors when necessary.

- Knows the youth and families in the church directory by name as well as their parents.
- Ensures that all first-time guests to youth events are receiving exceptional and timely follow up, so that youth who want to become part of the WOARP youth ministry do so in a way that feels natural to them.
- A key point of emphasis for the APYF is to ensure that relationships are being built between the adult leaders of WOARP and the youth of the church.
- Participates regularly in community and/or school events involving youth and families connected with this ministry
- Events which are ‘spontaneous’ in nature may involve not only participating youth and families, but also youth from the community or members of the WOARP church family which have not traditionally been engaged or regularly participating.
- Effectively communicates with parents and students about upcoming youth events and activities.

Recruiting and Supervision – Coordinates and supervises all youth and family ministry staff and hands-on adult volunteers to achieve maximum benefit from their efforts.

- Adult volunteers are recruited and receive training at least one month in advance of when their service begins.
- Regular meetings, in which support, training, and encouragement are provided to the volunteers working hands-on with youth and families, are taking place.
- Protects the strategic progress of WOARP church youth and family ministry by ensuring that defined goals and benchmarks for the youth and family ministry are updated at agreed upon intervals, the youth staff annually evaluates progress based on those goals and benchmarks, and the staff is regularly attentive to accomplishing the youth ministry’s goals and benchmarks.

Programs – Ensures that all details of youth and family programs and events are taken care of in such a way that an atmosphere of belonging and fellowship is created, in which emerging spiritual and leadership skills can be developed.

- Weekly programs such as Sunday school classes, youth group and small groups are growing in participation, enthusiasm, and excellence
- Planning and leading sound Biblical lessons for youth on youth group nights and Sunday mornings
- Plans, organizes, and provides leadership for MS/HS retreats, summer camps, and mission trips
- Responsible for overall curriculum design so that the church youth and family ministry has proper curriculum alignment and the resources needed well in advance of when the school year begins

- All major events coordinators and other behind-the-scenes volunteers are being recruited and equipped with the information and tools necessary to carry out their duties with excellence
- The youth and family ministry regularly meet or exceeds its participation targets for regularly scheduled / planned events
- Payments received pertaining to youth events are handled in a secure, responsible manner. Expenses for the current year are being tracked and reported according to WOARP's financial requirements and a budget for the coming year is prepared and proposed to church leadership in a timely fashion
- A running one-year calendar is available to all church members for the schedule of the Associate Pastor of Youth and Families and is maintained on at least a monthly basis.
- Other duties as assigned by Session or Senior Pastor or that fall under the purview of the ARP form of government.

Qualifications:

- Desires to grow more in his own relationship with God, and is intentional to maintain personal times of prayer and study to enable growth
- Understands and follows all guidelines to ensure youth and child safety as outlined in the current WOARP child protection policies
- Is ordainable or actively seeking to be ordained in the Associate Reformed Presbyterian Church
- A plus would be possession of musical ability and a desire to work with youth interested in music to lead youth worship times whether through direct worship leadership or guidance of youth worship leaders.