

## Youth Director Job Description

### About the Church

First Presbyterian Church of Littleton (FPCL) is a mid-sized church (170 in worship, 330 in membership) near the downtown of Littleton, CO. We focus on personal spiritual growth and living out our faith in our community. Jesus calls us to **Belong**, **Believe**, and **Be Loving**.



**Belong:** we have deep relationships that are rooted in a particular place.

**Believe:** we have an alive, growing faith in Jesus Christ.

**Be Loving:** we are branching out to serve others as Jesus did.

We have two traditional worship services on Sunday morning at 8:30 and 10:30am. Our children's education is during the 10:30am service, our youth ministry is on Sunday after church, and our adult education is scattered throughout the week in Bible studies and groups. For more information visit <http://littletonpresbyterian.org>.

### Our Vision

We feel Jesus calling our attention to our local neighborhoods. Specifically, we will be focusing on two different areas with two different strategies in 2019 and beyond.

**One Mile:** Our church was once a place where the people who could walk here chose to do so, because Jesus used our church to make a positive difference in the lives of those in our community. We will once again reach out to the one mile around our church to start rediscovering those relationships.

**My Neighborhood:** Many church members live too far away from the church to spend a lot of time in our one mile area. We encourage church members to help the people in their local neighborhoods Belong, Believe, and Be Loving.

### Youth Ministry Programs at FPCL

- **Youth Group** (September through May)
  - Select (or create), purchase, and implement curricula for the middle school and high school groups. These groups are currently combined but could be split for age-specific curricula in the future.
- **Summer Youth Activities**
  - Implement summer activities, which could include outside games, Bible studies, eating together, etc
- **Summer Mission Trip**
  - Select a mission trip location (and host organization if applicable) around November and book the dates for the trip
  - Implement a fundraiser to lower the cost of the trip for families (typically February or March)

### Youth Director Position

- **32 hours per week, \$18 per hour (would be \$29,952 over a full year of employment)**
- **Reports to Head Pastor**
- **Full Job Description attached**

**Interested? Submit a Cover Letter and Resume to Pastor Cody ([cody@fpcl.org](mailto:cody@fpcl.org))**

## **DIRECTOR OF YOUTH MINISTRY**

First Presbyterian Church of Littleton

Revised November 2018

The Director of Youth Ministry position is a part-time, 32 hour/week position. The person in this role is responsible for the oversight of all curriculum, classes, volunteers, and events related to youth, grades 6 through 12, in the church.

### **QUALIFICATIONS:**

- At least 21 years of age
- Not a member of First Presbyterian Church of Littleton
- Mandatory background check
- Minimum of a Bachelor's degree, preferably in a related field (i.e. Biblical studies, education, leadership, theology)
- Availability to be at the church on Sunday mornings and at Youth Group (currently Sunday afternoon)
- At least 2-years previous experience in youth ministry or related work is preferred

### **DUTIES & RESPONSIBILITIES:**

- **YOUTH GROUP (September through May):**
  - Select (or create), purchase, and implement curricula for the middle school and high school groups. These groups are currently combined but could be split for age-specific curricula in the future.
  - Recruit and train volunteers for Youth Group and other youth events
  - Maintain consistent communication with volunteers
  - Maintain consistent communication with parents
  - Maintain consistent communication with youth
  - Order and purchase supplies for lessons and activities
  - Ensure all volunteers have completed the online Safe Sanctuary training
- **SUMMER YOUTH ACTIVITIES:**
  - Implement summer activities, which could include outside games, Bible studies, eating together, etc
- **RELATIONSHIPS WITH YOUTH:**
  - Attend special events of the youth and their families and encourage youth volunteers and other church members to attend as well (ex: sporting events, concerts, etc.)
  - Look for opportunities to develop deeper relationships with students within the guidelines of our Safe Sanctuary policy
- **SUMMER MISSION TRIP:**
  - Select a mission trip location (and host organization if applicable) around November and book the dates for the trip
  - Implement a fundraiser to lower the cost of the trip for families (typically February or March)
  - Publicize the trip with youth and families
  - Prepare youth and families for the trip with team meetings, etc.
  - Recruit adult volunteers to join the trip, drive vehicles, etc
  - Have all insurance and liability forms prepared for the trip
  - Work with the Head Pastor to schedule and plan a Youth Sunday (typically in August) to share the stories of the Mission Trip with the congregation

- **CONFIRMATION:**
  - Purchase (or create) curriculum to facilitate a youth's journey from inheriting their parents' faith to affirming their own faith
  - Recruit and train adult mentors to work 1-on-1 with youth confirmation students
  - Help the confirmands to develop their personal faith statements to be shared with church leaders at the end of confirmation
  - Work with Head Pastor to schedule a Confirmation Sunday, and organize confirmands to be presented to the congregation at that time
  
- **OTHER YOUTH EVENTS:**
  - Plan and implement occasional events during the year (ex: retreat, in-town trips, etc)
  - Recruit volunteers and drivers to come to the events as well
  
- **SENIOR SUNDAY:**
  - Work with the Head Pastor and Youth Choir Director to schedule and plan a Senior Sunday to honor outgoing high school seniors
  - Recruit high school seniors to speak at the service
  - Publicize Senior Sunday for youth, families, and congregation
  
- **GRADUATED YOUTH:**
  - Maintain a relationship with youth who have graduated whenever they are back in town
  
- **ADMINISTRATIVE DUTIES & MISCELLANEOUS DUTIES:**
  - Occasionally assist in worship as needed
  - Type up weekly bulletin announcements (as needed) for the Youth Ministry area, and send these on to Church Administrator
  - Type up monthly newsletter announcements (as needed) for the Youth Ministry area
  - Complete Purchase Orders and submit paperwork
  - Attend the Christian Education Committee meeting once per month, and bring monthly updates on Youth Ministry
  - Coordinate and plan with C.E. Committee for seasonal family events
  - Maintain communication with Youth Choir Director and Children's Director about the Sunday School calendar year
  - Keep in touch with volunteers on scheduling, curriculum, etc.
  - Attend weekly staff meeting (currently Wednesdays at 10am)
  - Other duties as assigned by the Head Pasator
  
- **REPORTS TO:** Head Pastor