

First Presbyterian Church of River Forest

Associate Director of Youth Ministries

Statement of Purpose:

The purpose of the Associate Director of Youth Ministries is to team with and support the Director of Youth Ministries in establishing and maintaining a vibrant ministry where youth experience authentic Christian community that cultivates, nourishes, and enhances spiritual growth.

Position	Associate Director of Youth Ministry
Accountable To	Director of Youth Ministry (Direct Supervisor); Senior Pastor (Head of Staff)
Ministry Target	Youth Members of First Pres • Youth Connected By Relationships With Current Participants.
Position Is	Part-Time Paid Staff (20 hours per week)
Required Abilities	Engaged in Youth Culture • Ability to Teach Matters of Christian Faith and Life • Ability to Disciple (in One on One and Group Settings) • Ability to Perform Administrative Tasks Pertinent to the Ministry • Proficient with Computer & Communication Technology
Required Attributes	Mature Follower of Jesus Christ • Strong Skills in Interpersonal Relationships • A Heart For Youth • Effective Communication With Staff and Parents • Team Player • Ability to Inspire and Motivate Youth Towards Spiritual Growth
Passion For	Reaching Youth Within the Church • Reaching Youth Disconnected From The Wider Church • Helping Youth Mature in Their Faith • Investing in Youths' Lives • Modeling Christ-like Character and Integrity
Experience Desired	Relevant Youth Experience

Major Responsibilities

Team Ministry With Staff & Volunteers

1. Compliment and support Director of Youth Ministries in establishing and evaluating the overall strategy and vision of First Presbyterian Church's Youth Ministry.
2. Meet weekly with Director of Youth Ministry for focused ministry planning.
3. Participate and Contribute during monthly Junior High team meetings.
4. Participate and Contribute during monthly Senior High team meetings.

Discipleship of Youth

1. Teach Sunday School, Confirmation, or lead a Small Group as the need may arise.
2. Actively Participate and Invest in the Junior High Ministry (JAM) and in the Senior High Ministry (DMI).
3. In conjunction with the Director of Youth Ministries ensure the healthy functioning and necessary placement of students in Small Groups.
4. Participate in planning, implementing and attending camps, mission trips, and youth retreats.

Building Relationships With Youth

1. Personally invest in the youth by attending students events *Level One – Part of The Crowd*
2. Plan and organize periodic events for the purpose of building relationships (ie. Open gym nights, Christmas caroling, laser tag, etc) *Level Two – Part of The Group*
3. Create avenues that allow for conversations of personal and spiritual development and growth. significance *Level Three – Face to Face*

Communication/Administration

1. Maintain attendance records of volunteers and students.
2. Connect with students who are absent prior to the next youth event.
3. Personally follow up with first time visitors.
4. Assist with written communication (ie. Write articles for Presbynews and Parent Newsletter, send birthday cards, create flyers and postcards, etc.)

Qualifications/Evaluation

1. A mature Christian with a passion for seeing youth enter and deepen a life sustaining relationship with Jesus Christ.
2. Evidence of working with a dynamic and highly effective Youth Ministry or related experience.
3. There will be an initial evaluation after the first eight months to determine if there is a healthy fit between the candidate and the position. At this time either the church or the candidate may choose to end the relationship. After this initial evaluation, the Personnel Committee and Head of Staff will conduct Performance Reviews in accordance with the employment policy of First Presbyterian Church. The Personnel Committee will annually review the adequacy of compensation.