

Job Description – Western Heights Church of Christ - Youth and Family Minister

Qualities

- Christ-centered, spiritual person and is a serious student of God's Word.
- Loves God with all his heart, soul, strength, and mind loving his neighbors as much as he loves himself.
- Is passionate about his prayer life and relationship with Jesus and models Christ's character in all areas of life.
- Loves other people through actions and deep affection for his brothers and sisters in Christ as well as individuals who are lost.
- Relates to and shows empathy towards young and old, rich, and poor, educated, and uneducated, Christians and non-Christians and people of all races.
- Motivate students to passionate discipleship.
- Values unity at Western Heights and actively works to promote it.
- Seeks continuing education opportunities in ministry or other spiritual matters through attending seminars, conference and through personal study.

Areas of Responsibility

A. Youth Education

- 1) Coordinates the 7th-12th grades Bible education.
- 2) Establishes goals for the students' spiritual development through curriculum development and implementation.
- 3) Enlists and develops teachers for the ministry.
- 4) Presents high-quality Bible classes on Sunday morning and Wednesday night
- 5) Is available to students as they struggle over the meaning of a Biblical passage or concept.
- 6) Plans appropriate devotionals and activities to support goals for our students' spiritual development.

B. Communication

- 1) Provides weekly announcements for the Wednesday Update and Sunday announcements.
- 2) Establishes open means of contact with the parents, students, leadership, and congregation.

- 3) Provides content on the church website about the youth ministry.
- 4) Makes use of and actively maintains appropriate social media accounts.

C. Administration

- 1) Coordinates and consistently communicates with a Parent Youth Ministry Focus Team. This team should meet together as a group at least quarterly.
- 2) Coordinates Leadership Training for Christ in conjunction with parent volunteers.
- 3) Annually coordinates the creation and implementation of a vision statement for the youth group.
- 4) Develops and administers the annual youth ministry budget in cooperation with the Finance Ministry.
- 5) Coordinates and participates in specific events such as camps, mission trips, devotionals, and service projects.
- 6) Is responsible for having ongoing discussions with the elders on the need to search for summer youth interns, (male and female). If agreed, he will present candidates to the eldership and then the parents for consideration.

D. Discipleship

- 1) Is available to study with students and families in making faith decisions.
- 2) Equips students in their spiritual walk and displays a faithful lifestyle to our students and their families.
- 3) Encourages the development of spiritual leadership in our students.
- 4) Assists families to initiate student involvement in the work of the church.
- 5) Makes disciples and counsels students, through group discussions and appropriate one-one-one interactions, including visiting schools and other student activities.

E. Teamwork

- 1) Works with the eldership to collaborate in pastoral work and join with them in Bible study and reflection.
- 2) Work in close collaboration and cooperation with the other ministers and office staff.
- 3) Encourages the Parent Youth Ministry Focus team, parents, teachers, and other ministry leaders.

- 4) Works closely with parents and congregational volunteers by directing, delegating, and motivating.
- 5) Actively communicates with parents on a regular basis.

F. Parental Support

- 1) Is involved in the parents' and students' lives and activities away from the building.
- 2) Is available to counsel with students and families in times of crisis and transition
- 3) Provides resources for parents to help them faithfully lead their families.
- 4) Actively communicates with parents on a regular basis.
- 5) Mentors parents to enable them to disciple to their children as followers of Jesus

G. Miscellaneous

- 1) Maintains appropriate and regular office hours.
- 2) Makes hospital visits as needed.
- 3) Preaches on a fill-in basis when required. The schedule associated with this responsibility varies and would be developed with the eldership.
- 4) Visits with current and new families as needed.
- 5) Counsels with members as needed.
- 6) Connects with other ministries of Western Heights as required.

H. Qualifications

Education and work experience preferred:

- 1) Currently is or has recently served in a youth ministry position.
- 2) Bachelor's degree in Ministry, Youth and Family Ministry, Bible or a related field from a university associated with the Churches of Christ.
- 3) Additionally, candidates with a bachelor's degree in any subject and the successful completion of the course of study at a school of preaching associated with the Churches of Christ.

Note:

Appropriate references are required. For candidates who advance, there will be the an interview with the search committee, church staff, and eldership. The timing for these conversations will be determined on a case-by-case basis.