

# Director of Youth Ministries Position Description

**RELIGIOUS QUALIFICATIONS:** Christian adult, who will be a role model of what it means to be a follower of Christ, preferably with Presbyterian/Reformed background.

**EDUCATION:** Minimum High School Graduate, prefer some college or college graduate.

**EXPERIENCE:** Some experience in youth ministry and/or Christian Education. Organization or Administrative experience helpful.

**AGE:** At least 21 years of age.

**ACCOUNTABILITY:** Pastor (as head of staff), Personnel Committee, and Session through Christian Nurture.

**REQUIREMENT:** A signed "Receipt of Acknowledgement and Review of the KeepSafe Policy of First Presbyterian Church of Maple Plain" must be on file in the church office. Presbytery Boundary training encouraged.

**SALARY RANGE:** Will be evaluated yearly and adjusted according to current salary surveys.

**HOURS:** 23 hours per month

## RESPONSIBILITIES INCLUDE:

- Lead the youth program for grades 6 to 12, including
  - Youth group meetings twice per month during school year
  - Fun activity once per month during the school year
  - Summer mission trip
- One on one relational building with individual youth and families:
  1. Develop and maintain rapport with youth through regular contacts in their community settings.
  2. Provide support and advocacy for individual youth and their families.
- Coordinate with Pastor involvement in worship once per month.
- Meet with Pastor monthly to coordinate activities.
- Meet as needed with Youth Ministry Leadership team monthly.
  - Team will be recruited by personnel committee.
  - Team will help with organization, planning, and communication.
  - Team will help with newsletter articles and budgeting.
- Report to session by written report monthly and attendance at meetings as needed.
- Other duties as assigned by session.

## Director of Youth Ministries Benefits:

1. Mileage reimbursement and reimbursement for expenses. Amount of reimbursements to be approved by session yearly.
2. Eligible for parental leave after six months of service (see detailed policy).
3. Cafeteria plan Health Care Reimbursement account or Dependent Care account available.
4. Group medical insurance available at employee expense.