

GREEN STREET UNITED METHODIST CHURCH
POSITION DESCRIPTION
March 19, 2024

TITLE:	Associate Pastor of Youth and Young Adults
SUPERVISOR:	Senior Pastor
Position Status:	Full-time
Purpose:	The Associate Pastor of Youth and Young Adults is responsible for fostering the spiritual growth of the youth and young adults of Green Street Church, assisting parents in passing on their faith to their children, and leading the volunteers who serve in the Youth and Young Adult Ministries.

PRINCIPAL FUNCTIONS: The primary purpose of this position is to equip youth and young adults for disciple-making by teaching Scripture, developing Christ-like character, promoting worship, and encouraging community within the body of Green Street United Methodist Church.

ESSENTIAL QUALIFICATIONS:

1. A strong walk with God through a growing personal relationship with Jesus Christ.
2. Person of a good reputation.
3. Willing to become an active member in Green Street United Methodist Church.
4. Knowledgeable and efficient in Microsoft Office products: Word, Excel, Power Point, and Publisher and demonstrates the capacity to learn new software, as needed.
5. Capable of creating and executing a long-term vision for the youth and young adult ministry.
6. Gifted and called to youth and young adult ministry, loves people, and has a passion for evangelism and outreach, both personally and at the ministry level.
7. An engaging teacher, with a strong biblical and theological background.
8. A self-motivated leader, capable of casting and imparting vision for ministry, possessing relational skills with students, parents, and staff.
9. Teachable spirit, with a desire to grow in faith and abilities.
10. Accountability of time, effort, and behavior to accomplish the mission, vision and goals of the church.
11. Bachelor's Degree, or a minimum of working towards fulfilling, with the ability and desire to pursue licensing as a Pastor.

ESSENTIAL RESPONSIBILITIES:

1. Attend worship.
2. In conjunction with the Senior Pastor, establish a vision for youth and young adult ministry.
3. Establish, maintain, and grow a regular and consistent program.

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4. Oversee, equip, and coordinate the church's youth and young adult ministry with the Senior Pastor and other church leaders.
5. Develop a ministry discipleship strategy including but not limited to: weekly gatherings, discipleship groups, and missional opportunities.
6. Plan and coordinate special youth and young adult events and projects including but not limited to: Confirmation, Bible presentation, parties, retreats, graduation Sunday, mission trips, day trips, camps, and serving opportunities.
7. Communicate with the congregation, families and volunteers as needed with announcements, blogs, Email, personal visits, phone calls, texts and mailings.
8. Pursue personal, spiritual and professional growth through conferences, seminars, classes and workshops. Involve key leaders in appropriate seminars and workshops to encourage and develop their gifts for ministry.
9. Pray for youth, families, and leaders.
10. In conjunction with the Senior Pastor, plan worship services and special events to more fully incorporate youth and young adults in the life of the church.
11. Serve as liaison between the Senior Pastor and the youth and young families.
12. Perform other duties as assigned by the Senior Pastor.

OUTREACH:

1. Intentionally reaching out to youth and young adults, who are not yet involved at Green Street Church, through regular involvement in local middle and high school events.
2. Meeting regularly with youth and young adults who do not yet know Christ in order to build relationships to share the gospel.
3. Training youth and young adults to share the gospel with their friends.
4. Administration and communication.
5. Developing goals and plans for the ministry.
6. Developing and implementing a calendar of activities for the youth and young adults.
7. Leading regular parents' meetings to inform parents of activities and overall direction of the ministry.
8. Updating all information related to youth and young adult ministry in church-related publications.

COMMUNICATION:

1. Ability to communicate, verbally and in writing, in a positive, consistent, and open manner with other staff, church members, volunteers, and visitors.
2. Ability to create and maintain professional relationships.
3. Ability to maintain confidentiality in communications. Demonstrates a caring respect for the dignity of all others.
4. Communicates with individuals about issues as they arise, in a direct and timely manner.
5. Demonstrates a willingness to listen first to understand.

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SERVICE FOCUS:

1. Promotes positive internal and external relations by actively seeking and being responsive to feedback.
2. Ability to support and participate in continuous quality improvement activities.
3. Demonstrates an individual understanding and acceptance of our primary mission to serve.
4. Uses resources in a cost-effective manner.
5. Makes sound decisions independently, within scope of responsibility.
6. Motivates and inspires team members to achieve or exceed goals.

TEAM ORIENTATION:

1. Ability to establish and maintain collaborative work relationships.
2. Shares information necessary for team members to effectively plan, anticipate, and be proactive participants in the service provided.
3. Discusses issues with input and compromises when necessary to reach team consensus.
4. Actively participates in staff empowerment meetings, committees, educational activities, and special projects.

WORK HOURS, COMPENSATION, BENEFITS:

It is anticipated that the person in this position will work 40 hours per week.

Youth and young family outreach hours will vary with the expectation of prioritizing attendance at school and youth events.

The person in this position is expected to be present during weekly Staff Empowerment Meetings, Worship Hours, and Youth Fellowship Hours, except as approved by the supervisor.

Rate of Pay:

Salary and benefits will be commensurate with experience and discussed at the time of the interview.

The Associate Pastor reports to the Senior Pastor and will receive quarterly reviews for the first year, and then an annual performance review thereafter. Compensation will be reviewed annually as part of the annual performance review.

Period of Employment:

The period of employment will begin after the Employee, Supervisor and Staff Parish Relations Committee (SPRC) Chair sign this position description. This is an "at will" position with no guarantee of future employment. The employee may be dismissed at any time, with or without cause.

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DISCLAIMERS:

This position description is intended to describe the general nature and level of work being performed by this position. This is not intended to be construed as an exhaustive list of all responsibilities and competencies. Further, the description is not intended to limit or in any way modify the right of the supervisor to assign, direct, or control the work of employees under his/her supervision.

SUPERVISOR SIGNATURE: _____ **DATE:** _____

SPRC CHAIR SIGNATURE: _____ **DATE:** _____

I have received a copy of this *Position Description – Date, 2024* and a copy of the *Green Street United Methodist Church Employee Policy Manual - Revised November 2018*.

EMPLOYEE SIGNATURE: _____ **DATE:** _____