



RESTORATION STATION
CHRISTIAN FELLOWSHIP
WHERE CHANGE HAPPENS

Director of Youth Ministry

POSITION: Youth Ministry Director

Operational Supervisor: Family Department Director

General Supervisor: Sr. Pastor

Position Purpose: To direct and lead youth programming for Middle School and High School age youth. The Youth Ministry Director shall seek to foster Christian community through building relationships with young people that strengthen their commitment to the church and growth in faith in Jesus Christ.

Responsibilities: Subject to review and adjustment in conjunction with the supervising pastor and the Youth Ministry (YM) and the Strategic Leadership Team (when appropriate), the following constitute the major responsibilities of the **Youth Ministry Director** of Restoration Station Christian Fellowship.

The Youth Ministry Director shall:

1. Provide leadership for and function as the primary staff person relating to the YM.
2. Oversee the recruitment and training of adult volunteers to work with Middle and High School age groups.
3. Plan and implement age-appropriate activities for Middle and High School age youth that promote community through fellowship, fun, and faith development. Such activities might include musical and dramatic presentations, small group Bible study, retreats and service projects.
4. Work with the YM in preparation of an annual budget.
5. Coordinate fund-raising activities that support special youth activities and trips.

6. Promote Christian service through age-appropriate service projects.
7. Work with other Church Youth Directors in partnering to support Youth in the community which youth directors and youth work together to proclaim the gospel and evangelize young people in the community.

General Responsibilities

1. Be a part of the worshiping community of Restoration Station Christian Fellowship Church on a regular basis, taking part in weekly services and events.
2. Hold monthly YM meetings, and any other meetings required by the supervising pastor.
3. Meet regularly with supervising pastor as needed at a time mutually agreed upon.
4. Coordinate youth activities with other ministries of the congregation in cooperation with staff.
5. Be in contact with administrative team and provide a timely and accurate schedule of Youth activities. Keep the congregation informed of youth events by coordinating the publicity for youth activities through the appropriate vehicles provided by the church. (e.g. weekly announcements, online promotion, email blasts, calling posts, online facebook community, postcard distribution etc.) Provide monthly reports for the Family Ministry Director.
6. Manage the disbursement of budgeted funds for Youth Ministry within the guidelines of the approved budget and in adherence with the purchasing policies of the church.
7. Provide for the keeping of administrative records (requested by the YM, Congregational Council, and supervising pastor) needed to provide the YM **and Congregational Council information** needed for future planning. Such records would include but not be limited to: Individual fund-raising accounts, and files on fund-raisers, program activities for use in future planning (to include attendance, cost and adult volunteers) consent forms.
8. Encourage young people to participate in all facets of the life of the community of faith, including worship, choirs, educational opportunities, youth activities, synodical activities, Bible Camp and service projects, etc.
9. Refer prospective families for membership and unusual circumstances where follow-up is desirable to the supervising pastor.

Working Conditions The position of Youth Ministry Director requires great flexibility in

hours available for work, including evenings and weekends. The position is a part time, position and is based upon a projected 20 hours per week, the actual number of hours required during any given week are those needed to fulfill the responsibilities of the position. Furthermore it is recognized that the schedule may vary at different times of the year.

It is therefore understood that the Youth Ministry Director shall:

1. Maintain some regularly scheduled office hours in order to be accessible to youth, parents, staff and the leadership.
2. Notify the leadership prior to all unforeseen and untimely absences from regularly scheduled events and provide a suitable substitute in the case of anticipated absence (meeting excepted).
3. In the case of extended time away from the office arrange to receive messages.
4. Office, phone, computer, voice mail, email, Internet services, duplicating and secretarial support is provided by the administrative team for work related to this position.

Qualifications Since the Youth Director plays a major role in the faith development of the younger members of the church, both as a leader, and as an example, Restoration Station seeks a professional leader who has their own thriving relationship with Jesus Christ and a solid understanding of the foundations of the Christian faith and who has a strong desire to nurture young people in the Christian faith. We seek a person who generates new ideas and programs and a person who values a team concept of ministry. Therefore, the following qualifications are desirable.

- 1 . Youth and Family Ministry, Education or significant experience in Youth Ministry.
2. The ability to work with youth and adults.
3. Good organizational skills.

Congregational Support

Restoration Station Christian Fellowship values its brothers and sisters who have received a call to support and nurture the faith of our young Christians. We therefore on our part will:

1. Encourage, pray, and support you as a leader in this congregation.
2. Support you with a stipend. The details of which can be negotiated depending upon your needs.

3. Review the terms of your employment on an annual basis.