

YOUTH PASTOR – JOB DESCRIPTION

The Youth Pastor administers the Mid-High and Senior High Youth Ministries. This responsibility includes overseeing and facilitating curriculum, teaching and events, in addition to training teachers and volunteer staff members. The Youth Pastor counsels and performs pastoral duties as assigned.

Classification

Full-Time

Average Work Schedule

45 Hours/Week

FLSA Status

Exempt

Department

Ministry

STATEMENT OF EXPECTATIONS

Salem Evangelical Church (SEC) expects all employees to comply with the responsibilities of their assigned position to the highest degree of performance by:

1. Adhering to the Church's policies and supporting Management decisions and goals in a positive, professional manner;
2. Possessing a strong and growing personal commitment to Jesus;
3. Representing SEC with a high level of integrity and professionalism;
4. Demonstrating willingness to adapt to changing business needs and deadlines;
5. Possessing a work ethic that includes neatness and punctuality;
6. Exhibiting a professional, businesslike appearance and demeanor;
7. Participating in and attending church services throughout the year;
8. Nurturing his family in the faith; diligently guard time so that the family has the Youth Pastor as a spouse and parent.
9. Demonstrating knowledge of and adherence to SEC's equal employment opportunity (EEO) policy and practice by: treating all individuals with respect; displaying sensitivity for cultural differences; educating others on the value of diversity; promoting a work environment free of harassment of any type; contributing to the construction of a diverse workforce; and supporting affirmative action; and
10. Performing the essential functions of the **Youth Pastor** safely, without endangering the health or safety of self or others; reporting unsafe or potentially unsafe conditions; complying with occupational safety and health standards and all rules, regulations and orders issued pursuant to the OSHA Act of 1970, which are applicable to one's own actions and conduct.

ESSENTIAL FUNCTIONS

1. Responsible for overseeing the ministry by planning, directing, conducting, and evaluating a comprehensive youth ministry taking into consideration the spiritual, physical, recreational, social, and psychological development of the youth.
2. Responsible for integrating and engaging the youth into the overall life of the church, and the church to the needs of the youth. Lead the youth to recognize the call and the relationship of God.
3. The Youth Pastor is responsible for making decisions that affect youth and families on a spiritual, emotional, and physical level. This type of independent decision making, and mental performance requires seeking God through prayer, reading, and meditating on His Word, and seeking wise counsel from spiritually sound people. The following decision making, and mental performance is required of the position includes, but is not limited to:

- Development of teaching material
 - Problem-solving
 - Communicating with parents, volunteers, and the public
 - Conflict resolution
 - Decisions based on Church Procedure Manual
 - Determining when and what type of activities
 - Determining when and what type of volunteer training
4. The purpose of this position is to accomplish several specific needs, as well as, fulfilling goals that are crucial to the life of this church. They include:
 - A systematic approach toward the total program of our youth
 - A pastor the youth can call their own
 - A strong youth department helps build and maintain families in our church
 - A planned effort in leading to and nurturing the youth in Christ
 5. Responsible for teaching discipleship through planning and directing teaching and discipleship programs of the youth to include (Sunday and Wednesday), Sunday school and Sunday night, small groups, and Bible studies. Promote youth involvement in worship, Bible study, and prayer.
 6. Enlist and train adult workers in the involvement of youth ministry and activities. Train volunteers in leading youth to Christ and spiritual development.
 7. Responsible for ministering to volunteers and staff members by being the pastor to volunteers and staff. If these individuals are not being fed spiritually, they are unable to feed others. This may include, but is not limited to:
 - Encouraging their spiritual walk
 - Regular communication of emails, texts, cards, etc. by showing appreciation
 - Sending birthday, anniversary, and other special occasion cards as needed
 8. Introduce and encourage the youth in spiritual growth through missions, camps, retreats, discipleship, and serving in the community.
 9. Responsible for outreach and visitation by evangelizing and ministering to the lost through outreach activities. Promote a regular program of visitation for the youth in conjunction with outreach. Train them in outreach and evangelism. Make personal contact with youth at schools and school activities. Visit youth at home and engage the parents with integrity and grace. Counsel with wisdom and discernment. Communicate quarterly and as needed with parents via flyers, e-mails, students and more.

ADDITIONAL RESPONSIBILITIES

1. Attend scheduled planning meetings with church staff and prepare monthly reports to the Senior Pastor.
2. Perform other duties as assigned.

INTERACTION AND ENVIRONMENT

Work areas are inside in a climate-controlled environment with light to moderate background noise. Works with youth in a teaching and activity-oriented setting.

Reports To: Senior Pastor

MATERIAL AND EQUIPMENT USED:

Computer	Fax Machine	Copier
Email	Telephone	Voicemail
Microsoft Office Suite	General Office Supplies	Automobile

PHYSICAL ACTIVITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS

SEC complies with the Americans with Disabilities Act (ADA) and will strive to make reasonable accommodations in order to enable individuals with disabilities to perform the essential functions of their job. The expected physical demands of the position are described below.

1. This position requires the employee to spend approximately 50% of his or her time working at a desk; the balance of time (approximately 50%) is spent teaching in a classroom setting, leading activities in a gymnasium, outdoors or at off-site locations.
2. This position requires the employee to effectively communicate with coworkers, volunteers, youth, parents, and outside agencies, by telephone and in person.
3. This position requires the employee to effectively use a computer screen and interpret printed materials, memos, and other appropriate paperwork.
4. This position may require the employee to transport, with or without assistance, up to 25 pounds of files and office supplies.
5. This position may require the employee to access files or stock supplies in low cabinets and shelves.
6. This position requires the employee to input information into computer systems and retrieve and work with appropriate paperwork, equipment, and supplies.

PROFICIENCIES

1. Excellent written and oral communication skills; ability to communicate effectively and project a professional image when giving and taking information in writing, in person, and over the phone.
2. Solid word processing and computer database skills with knowledge of Microsoft Office applications.
3. Good interpersonal skills with the ability to effectively work with individuals and groups at all organization levels; ability to work independently and as part of a team.
4. Organized, self-starter with a love of youth and families.
5. Possess flexibility in meeting ministry requirements, including flexibility with scheduling.
6. Strong analytical ability with active listening skills.
7. Possess excellent customer service skills.
8. Ability to:
 - Take initiative and prioritize tasks; excellent time-management, organizational, problem-prevention, and problem-solving skills
 - Work well with volunteers, Ministry Assistants, and staff members
 - Work accurately with close attention to detail
 - Maintain confidentiality of sensitive information
 - Ability to study and apply new information

EDUCATION AND EXPERIENCE

1. Bachelor's degree in Ministry, Education, or equivalent, related field.
2. Five (5) years of work experience in education and ministry.