



**Director of Youth Ministries
St. Paul's Anglican**

Position Title

This position shall be called “Director of Youth Ministries” and is a salaried, full-time position.

General Description

The Director of Youth Ministries is a member of the parish staff who is a visionary leader partnering with parents in order to proclaim Christ and disciple students (grades 6-12) of St. Paul's and the surrounding community. The Director of Youth Ministries is a role model actively growing in faith in Christ, and a team player who will work with church staff, parents, and the Summerville community developing meaningful opportunities for our students to grow in their faith as well as disciple others.

Primary Responsibility/Scope:

Provide support and structure to aid St. Paul's live into her vision to be rooted in the past yet relevant today: to sow the Good News of Jesus for all people, to cultivate servant leaders, and to grow neighborly communities

Responsibilities:

Leadership

- ❖ Commitment to the Lordship of Jesus Christ
- ❖ Spiritually mature and able to live a positive Christian lifestyle
- ❖ Demonstrate a calm demeanor during periods of high volume or unusual events; manage smooth transitions; set a positive example
- ❖ Manage with confidentiality, integrity, honesty, and knowledge that promotes the culture, values, and mission of St. Paul's

Discipleship

- ❖ Plan and coordinate weekly environments whereby students of St. Paul's can fellowship, worship, and study the Holy Scriptures.
- ❖ Recruit, train, and encourage students to lead ministries amongst their peers.
- ❖ Recruit, train, and encourage adults to work with students during weekly and special programs.
- ❖ Encourage, promote, and create leadership opportunities for students to be integrated into the larger body of Christ (the local church).
- ❖ Prepare students for Confirmation by developing, maintaining, and expanding a curriculum for youth confirmation preparation.

Evangelism

- ❖ Form relationships with parish and community youth by spending time with them outside of created environments at St. Paul's.
- ❖ Intentionally train the youth to share the good news of Christ.
- ❖ Discern the Holy Spirit's leading when He is softening the hearts of youth, and leading them to Christ, or renewing their commitment to Christ.
- ❖ Be available to youth and families at times of crisis to provide pastoral care and guidance.

Fellowship

- ❖ Build community in the youth of St. Paul's in everything we do.
- ❖ Create and implement a strategy for life groups that would foster intentional community building (deepening communication and trust).
- ❖ Participate in Diocesan events as a further means of community building and faith development.

Worship

- ❖ Guide and encourage intentional youth worship opportunities to deepen their sensitivity to the Holy Spirit's leading, and their experience with God.
- ❖ Seek to encourage appropriate worship opportunities into the larger body of St. Paul's.

Ministry

- ❖ Plan and participate in local, national, and global mission opportunities with the youth.
- ❖ Encourage a vision in the youth to discover their gifts and what their own ministries could be.

Administration

- ❖ Participate in weekly staff meetings, monthly discipleship team meetings, and staff retreats.
- ❖ Strategically and intentionally strive to coordinate the youth schedule with the larger St. Paul's schedule.
- ❖ Strategically and intentionally strive to fulfill the vision and mission of St. Paul's through Youth Ministries.
- ❖ Communicate regularly with youth, parents, and parish.
- ❖ Participate fully in the leadership of Sunday services through such means as greeting, ushering, altar guild, and serving as Lector or Lay Eucharistic Minister.
- ❖ Participate in the preaching of God's Holy Word as the Rector (or to another clergy person appointed by the Rector) sees fit.
- ❖ Present the budgetary needs to the Vestry and manage the annual youth ministry budget with financial updates.
- ❖ Participate in Diocesan meetings concerning Youth Ministries.
- ❖ Check that the youth program at St. Paul's follows the Diocesan policies and guidelines, particularly in regards to protection against sexual exploitation and abuse.
- ❖ Carry out special projects as requested by the Rector.
- ❖ Conflicts in accomplishing the performance of this job will be resolved by the Associate Rector: Rev. Korey Kincaid.

Supervision and Coordination

The Director of Youth Ministries reports to the Associate Rector: Rev. Korey Kincaid

Hours, Compensation, and Benefits

- ❖ This position is full-time, Sunday through Saturday, youth group nights, and weekend events as necessary. As a salaried position, there may be times of additional hours related to more active church seasons compensated by other times of lesser demand. The intention is to strike an appropriate balance to average approximately 40 hours per week over a 12 month season.
- ❖ We understand that the Director of Youth Ministries will be actively working Sunday nights, Wednesday nights, and other evenings as well, so work hours may be adjusted to compensate for these evenings or special weekend projects.
- ❖ Starting salary will be determined by experience, education, ordination, and other factors.
- ❖ Sick leave will accrue at the rate of 1 day for every two months of service.
- ❖ Five days of continuing education are allowed per year, approved by the Associate Rector, Rev. Korey Kincaid. We desire these days to be intentionally planned to build up his/her spiritual life.

- ❖ Two week's vacation leave is allowed after two years of service, three weeks after three, and four weeks after four years of service. Initial date of employment is ____/____/____. Dates of vacation must be scheduled in advance and are subject to approval by the Associate Rector: Rev. Korey Kincaid.
- ❖ Holidays will be in accordance with Vestry policy, to include: half-day Good Friday, Easter Monday, Memorial Day, July 4th, Labor Day, Thanksgiving Day, Thanksgiving Friday, half-day Christmas Eve, Christmas Day, and New Year's Day. If a holiday falls on a Sunday, the following Monday will be observed as the holiday. If it falls on a Saturday, the preceding Friday is considered a holiday.
- ❖ Medical insurance is available for family coverage only to employees working at least 30 hours per week. Eligibility to participate starts on the first day of employment meeting the minimum hourly rate.
- ❖ Pension is available after one year of service to employees working at least 20 hours per week. The church will contribute 5% of the annualized salary towards a pension. The employee may contribute to their pension which the church will match up to an additional 4%.
- *Expense and continued education account may be adjusted from year to year as necessitated by the budget.*

Periodic Review

- The Director of Youth Ministries, with the Associate Rector Rev. Korey Kincaid, and Rector Rev. Tripp Jeffords agree to an annual discussion and evaluation of the work and ministry. This is an opportunity to:
 - o Review the goals and tasks of the past year

- o Establish goals and tasks for the year ahead
 - o Clarify expectations on both sides
 - o Isolate areas of conflict and/or disappointment that require greater attention in the future.
 - o Strike a healthy sense of accountability based on the role of leadership within the parish.
- This Letter of Agreement may be reviewed annually and may be revised by mutual agreement at any time.

Director of Youth Ministries

The Rev. Korey Kincaid, Associate Rector

Date