YOUTH DIRECTOR JOB DESCRIPTION
Highland Park Presbyterian Church

DEPARTMENT: Children & Youth
SUPERVISOR: Rev. Dr. Jim Gribnitz, Minister to Children & Youth
FULL/PART TIME: Full Time

PURPOSE/MISSION OF THE POSITION:
• “Make disciples who make a difference” with a particular focus on 7th-12th grade students.
• Engage in the Core 4 Values of HPPC: Worship God, Grow in Christ, Build Community, Bless the World
• Accomplish the long term goals of the ministry, incorporating the 10 Values of the Children’s and Youth Ministry.
• Fulfill the vows the church has taken for its children at their baptism.
• Fulfill the great commandment by loving our kids and families in the name of Jesus.

SPECIFICS OF THIS ROLE:
• This director will be the day-to-day leader of the youth ministry, focusing on 7th-12th grade students, parents, adult leaders, and staff.
• This director will spend a significant part of his or her time each week recruiting and supporting adult lay leaders.
• This director will support the vision to create a holistic discipleship path for students from birth to college.
• The values of Sticky Faith, which shape our ministry, will be used and communicated to students and parents.
• This director will work closely with an operations team, which consists of a Director of Operations for Children and Youth, a full time Administrative Assistant, and a full time Events Director.
• The director will oversee the Park Cities Basketball League, a 7th-12th grade boys league that uses HPPC’s gym and typically has about 350 participants and act as liaison between the church and the two large boy scout troops that meet on campus.
• Part of this director’s focus will be mobilizing students to serve in other areas in the church, especially with JAM56 and children’s ministries.

SUPERVISORY RESPONSIBILITIES
• To be discussed, but several staff exist currently: a Middle School Director (F/T, male), Middle School Associate (P/T, female), High School Girls Director (F/T), one full time All Nations Director (F/T, male), an Administrative Associate (F/T), and two Gym Managers (P/T).

KNOWLEDGE AND SKILLS
• College or Seminary degree
• Experience of at least 2 years continuous full time youth ministry at one church (preferred)
• Ability to work within a budget
• Ability to create energy and understand the value of both fun and depth in discipling teens
• Communicates effectively with parents, students, and volunteers
• Willingness to work with and submit to Presbyterian polity of an ECO church
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ESSENTIAL FUNCTIONS & RESPONSIBILITIES:

1) TIME BREAKDOWN

30% of time spent on adult leader recruiting, training, and shepherding
- Seek out new possible volunteer recruits
- Maintain a relationship with all youth volunteers
- Assist in the development and training of volunteers

25% of time spent in contact work with students and families
- Be an available presence for the students and parents to interact with
- Make home visits, hospital visits, sports games, school lunches, etc.
- Take a primary leadership role on youth mission trips and retreats
- Look at rosters and attendance and call visitors or infrequent attenders

15% of time spent working with the operations team and at other meetings in the church
- Plan and develop special events
- Track youth ministry budgets
- Attend staff meetings, trainings, and any conferences that assist in the direction and goals of the youth ministry (Catalyst Conference, Sticky Faith cohort, etc.)

15% of time spent on Sunday Morning programming
- Be the main go-to and up front person on Sunday Mornings for youth (especially high school) students, parents, and leaders
- Prepare lessons and plan curriculum
- Delegate other responsibilities accordingly (worship, attendance, etc.)

15% of time spent on Midweek programming
- Be the main go-to person for Life Together Groups for youth students, parents, and leaders
- Rotate through all the groups as a leader to see volunteers, students, and host families
- Make sure volunteers are equipped to lead their groups
- Lead midweek small groups if leaders are out

GOALS FOR THE FIRST 6 MONTHS OF THIS ROLE:

- To be successful in this role, the director will come in and immediately:
  A. Invigorate the high school Sunday school with energy
  B. Heavily focus on recruiting adult leaders
  C. Give structure, direction, and cohesion to Life Together Groups (midweek Bible studies)
10 Values of the Children & Youth Ministry

1) **Equipping:** As a staff we can’t expect to have a deep discipleship influence on every single one of our kids alone, but need lay leaders to partner with us. We will rely on them for a large part of our ministry to students.

2) **Excellence:** Attention to detail and follow-through on commitments is important. Having something well planned, well-organized, and finished in advance communicates its value. Conversely, when we drop the ball or make the same mistakes repeatedly it lowers expectations of our ministry.

3) **Modeling:** The values we communicate to kids need to also be evident in our lives. Specifically, when we tell students to be in worship and a small group, we must be doing that ourselves.

4) **Focus:** Constantly asking the purpose of why we are doing what we are doing. (For example, we don’t do Wednesday night programs just to do Wednesday night programs.) We want to constantly be defining the ‘win’ and focusing on that outcome.

5) **Celebration:** We celebrate publicly that which we value. We determine what we are trying to accomplish and then stop and celebrate it visibly to remind the church that it’s important.

6) **Energetic:** Leaders need to be authentically enthusiastic about what we’re doing. If an environment is created that the kids really WANT to be a part of, it creates a natural desire in them to be present and invite others. (NOTE: ‘Serious’ topics and fun don’t need to be mutually exclusive.)

7) **Big & Small Events:** We need to have a balance between big and small events because there are pros and cons to both. Small groups are essential, but it’s also important for the whole group to gather together regularly to give students a sense of belonging and unity.

8) **Family-Focused:** We don’t just focus on the student, but on the whole family. Instead of isolating kids from their families we want to partner parents and provide them with tools to take part in discipling their kids.

9) **Intergenerational:** Students need to be involved in the larger life of the church in worship, fellowship, and service with all the generations at times. The many generations represented at HPPC are a vital asset that should be used.

10) **Innovative:** We want to create a culture of innovation where change is welcome and expected. Small changes can help set the stage for bigger changes down the road.