July, 2021

**Director/ Associate Pastor for Youth and College Ministry**

**Position Description**

**Primary Duties and Responsibilities:** This person will be the spiritual leader for youth and college students at PHPC. The candidate’s call is to help youth and college students grow as disciples of Jesus Christ and prepare them for a lifetime of faith. This person will equip youth and collegiates to grow in faith in five areas: worship, growth (study/prayer), service, giving, and fellowship. The Associate Pastor will bring energy, joy, creativity, and faithfulness to this position.

**Youth Programming:**

1. Direct Youth Ministry at the church, placing a high priority on spiritual nurture, discipleship, developing lay leadership, building relationships, and providing pastoral care with and for the youth and their families.
2. Oversee the development and planning of Worship in the House, Confirmation, Senior Capstone, youth bible study, and youth group.
3. Plan, organize, and provide leadership for weekly programming (including fellowship and service activities), trips, retreats, and special events involving youth.
4. Create and maintain a pipeline from children’s to young adults, collaborating with the Children’s Director and the Monie Pastoral Resident for young adults.
5. Provide pastoral care to youth and their families as appropriate.

**College Ministry:**

1. Direct the College Ministry at the church, including but not limited to summer fellowship and bible study, holiday events, a May college pilgrimage and the Montreat College Conference
2. Provide pastoral care to college students and their families as appropriate.
3. Advertise and invite college students to participate in the Meraki Fellowship and summer college internship program

**Leadership Development:**

1. Coordinate, collaborate and oversee the Youth Care Team (team of volunteers that focus on youth relationships) and the Parent Youth Council (team of parents that help with event logistics, volunteer recruitment, etc).
2. Manage and lead the Meraki Fellow program, meeting consistently with Meraki Fellows to further their training, discernment and ministry skills.
3. Hire and oversee the college summer intern.

**General**:

1. Oversee and manage the youth and college budget.
2. Maintain the youth instagram and facebook group (@phpcyouth, PHPC Youth!). Work with the Monie Resident to advertise college events on the Young Adult instagram page.
3. Maintain and oversee the weekly youth newsletter and monthly college newsletter.
4. Keep the youth and college ministry website pages up to date.
5. Supervise directly the appropriate support staff.
6. Participate in the leadership of worship or other all church events, at the invitation of the Pastor.
7. Actively participate in the governing bodies of the Presbyterian Church (U.S.A.) as a member of Grace Presbytery.
8. 8. Maintain office hours in consultation with the pastoral team. Attend and participate in all required training and meetings.
9. Undertake other responsibilities assigned by the Pastor who will serve as primary supervisor.

*The above noted position description is not intended to describe in detail the multitude of tasks that are assigned, but rather to give the individual a general sense of the responsibilities and expectations of this position. Essential functions will change as the nature of business demands change.*

**Skills, Knowledge, and Abilities:**

* **Serves the Goals of the Church:** Works to accomplish the overall goals of the church within the scope of this position.
* **Communication/Hospitality:** Communicates effectively and professionally (both verbally and written) with all members, guests, and staff./Generates a sense of hospitality by his/her very presence; communicates a sense of availability, warmth, openness and approachability.
* **Interpersonal Skills:** Establishes good working relationships; works well with people at all levels; considers the impact of his/her actions on others; uses diplomacy and tact; is approachable; avoids communication triangles.
* **Mission Ownership:** Demonstrates understanding and full support of the mission, vision, values and beliefs of the congregation; can demonstrate those values to others; consistently behaves in a manner congruent with the mission, vision, values and beliefs.
* **Volunteer Management:** Provides direction, gains commitment, facilitates change, engages people in their areas of giftedness and passion.
* **Leadership Development:** Encourages others to discover and engage their giftedness and skills in service; calls out the best in others; thinks strategically about the continual need for a next generation of leaders and works to build the leadership base.
* **Spiritual Formation/Discipleship:** Demonstrates an understanding of spiritual formation/discipleship; creates teaching and small group environments that promote discipleship
* **Time Management:** Is able and willing to focus time on tasks that contribute to organizational goals; uses time effectively and efficiently; values time and respects the time of others; concentrates his/her efforts on the most important priorities; can appropriately balance priorities.