

Director of Youth Ministries Grace Chapel Madison (EPC) Job Description

- Purpose:** To provide the chief visionary leadership and oversight to the Youth Ministry at Grace Chapel Madison for grades 6 through 12.
- Reports to:** Pastor, Church Session, and Christian Education Committee
- Oversight to:** Youth Ministry Volunteers
- Skill Requirements:**
1. Leadership—Can create, articulate, and promote a clear vision for the Youth Ministry
 2. Teaching Ability—Has aptitude for working with students grades 6 through 12 in teaching and management within the context of a Christian environment.
 3. Public Speaking—Can provide training sessions for parents and volunteers and deliver valuable information impacting the Christian education of each student (grades 6 through 12)
 4. Organization—Can plan and create a curricular scope and sequence for Christian education at Grace Chapel for grades 6 through 12 and prepare curricular materials in advance (following the scope and sequence) for use by volunteers in the Youth Ministry
 5. Computer/Technological Skill—Have skills to utilize technology as to accentuate the Youth Ministry at Grace Chapel through computer programs, social media, web site, etc.
- Responsibilities:**
1. Develop a clearly defined vision and strategy for Christian education within the Youth Ministry and in accordance with the Christian Education Committee
 2. Lead, recruit, train, and develop volunteers to follow the curriculum developed for the Youth Ministry following specific scope and sequence based on developmental needs of students (grades 6 through 12).
 3. Develop and implement strategies for family discipleship and work with parents and families to equip and empower parents/families to disciple their children.
 4. Provide oversight, training & coordination of volunteers, planning, and preparation of curricular materials for all aspects of the Youth Ministry programming grades 6 through 12), including but not limited to:
 - Sunday School

- Sunday Evening Gatherings
 - Wednesday Night programming
 - Specialized Classes (Topics to be determined based on Youth Ministry scope and sequence for parents, families, and/or children)
 - Outreach and/or Fellowship events (min. of 1 per quarter)
 - Family events and programming in conjunction with other work of Grace Chapel Madison
 - Regular activities during summer months
5. Provide oversight to managing a yearly Youth Ministry budget and determining budgetary needs for the current and subsequent years to meet the desired vision.
 6. Participate and provide support and leadership (when necessary) in all church-wide events, even if they do not directly affect the Youth Ministry.
 7. Submit a monthly Grace Chapel newsletter article recapping Youth Ministry activities from the past month and detailing upcoming monthly activities.
 8. Provide weekly (or as needed) social media posts to parents reflecting on Children's activities or reminders of upcoming opportunities.
 9. Provide monthly updates to the Grace Chapel Madison (EPC) website to include a link and/or information in regards to activities or volunteering with the Youth Ministry
 7. Share in the responsibility of ministerial responsibilities (i.e. visiting hospital to see youth, parents, family members, or home visits, etc.)

Other Expectations: Grace Chapel Madison (EPC) staff members, including the Youth Director, are expected to be regular church attendees for all services and are expected to volunteer in other areas of the church outside of the Youth Ministry.

Fulfill weekly office hours (10 hour weekly min.) for training sessions, parent and children contacts/meetings, curriculum planning, curriculum preparation, etc.

Additional Comments: This is currently a non-ordained position, but could become one in the future or if the applicant is seeking ordination currently. Also, given our proximity to Reformed Theological Seminary (Jackson), seminary assistance is available with the position should it be desired. Please email Rev. Tommy Robinson (revtommyrobinson@gmail.com) with any additional questions.