

# Oreland Evangelical Presbyterian Church

1119, Church Road, Oreland, PA

## Position Description

**TITLE:** Director of Youth Ministry

**PURPOSE:** To lead, oversee and develop the youth ministry of Oreland Evangelical Presbyterian Church

**ACCOUNTABILITY:** To Pastor

### RESPONSIBILITIES:

*Develop, coordinate and supervise the youth ministry*

- Implement the philosophy, vision, goals and policies of the youth ministry in coordination with the Pastor and/or the Director of Lifetime Discipleship.
- Create an atmosphere of community, care, love and respect where youth can flourish.
- Provide care, counsel and discipleship to youth and their families in coordination with the Pastor and/or the Director of Lifetime Discipleship.
- Engage in robust relational ministry to students (spend time with students outside of planned youth group activities, i.e. go to plays, sporting events, graduations, gather with small groups of students).
- Schedule, plan, conduct and supervise retreats, camps, service/outreach opportunities and other special events.
- Schedule, plan, conduct and supervise the weekly youth group gathering (mid-September through early June); ensure that clean-up is done.
- Schedule, plan, conduct and supervise summer youth group (July through mid-August); this would include relationship building events, Bible studies, camp and service/outreach opportunities.
- Recruit, develop, train and supervise youth leadership, including youth, college or seminary interns, in adhering to OEPC Child Protection Policy, assisting and implementing ministry to youth.
- Work with Pastor on developing and teaching Confirmation class as needed.
- Meet with other youth directors for prayer, networking and encouragement.
- Remain current with development in the field of youth ministry (this includes but is not limited to: books, conferences, online resources, Presbytery resources).

*Administration*

- Meet weekly with Pastor for prayer, collaboration and mentoring.
- Participate as an active member of the Christian Discipleship Ministry Team and meet periodically with the Director of Lifetime Discipleship.
- Meet with the Parent Advisory Team (4 times per year and as needed).
- Communicate all youth activities and events to Church Administrator, Administrative Staff and Parents.
- Promote youth ministry events (flyers, posters, email, social media, mailings).
- Prepare monthly report for Session.
- Oversee the youth ministry budget and settle the youth ministry credit card monthly.
- Meet with Church Administrator as needed to discuss facility usage, schedule events on church calendar and budget.
- Ensure the youth ministry is supplied (equipment for games, food for dinner, etc.).
- Maintain clean and organized youth ministry closets.
- Perform other duties as assigned.

*General*

- Demonstrated commitment to the Christian Faith.
- Able to affirm and support Oreland Evangelical Presbyterian Church's "Statement of Faith and Statement of Mission"

**RELATIONSHIPS:** Works closely with the Pastor, Christian Discipleship Ministry Team, the Parent Advisory Team, the Church Administrator and the Church Administrative Staff.

**EVALUATION:** Performance reviews will be conducted annually.

**SPECIFICATIONS**

*Education*

- Baccalaureate Degree required

*Experience*

- Youth director/intern experience preferred

*Other*

- Excellent written and oral communication skills, ability to organize and plan events, computer literacy and ability to manage multiple priorities.

*Position Specification*

- Non-called. Part-Time (20 hour) work week; Exempt. Schedule will fluctuate and will include after school, evening and weekends to meet the needs of youth and the youth ministry.

*Session Approved 11-12-19*

**Applicants please submit your resume to [personnel@orelandpres.org](mailto:personnel@orelandpres.org) for consideration.**