

POSITION DESCRIPTION

First Presbyterian Church of Santa Monica

TITLE: Director of Youth and Mission

PURPOSE:

Develop, oversee and integrate our Youth Ministry program and an intergenerational Mission and Outreach program centered on God's inclusive welcome, following Jesus and joining the Holy Spirit in the pursuit of justice and equality.

POSITION: 30hrs/week hourly with benefits.

RESPONSIBILITIES:

1. MISSION MINISTRY (Intergenerational)

- Collaborate with community partners, faith communities and agencies to better understand the needs of our local community and collectively deepen our impact.
- Work with the Pastor and the Mission and Outreach team to establish, implement and annually evaluate a focused mission strategy.
- Help educate and empower the congregation to become more deeply engaged with issues of justice and local service.
- Organize and oversee inter-generational service and mission opportunities.
- Develop and oversee mission communications for the purpose of awareness, recruitment and follow-up.
- In all areas of mission engagement, help frame the experience of service as part of following Jesus and participation in God's liberating movement in the world.
- Work with the Mission team leader to identify team members, develop an annual budget, direct financial support to our mission partners, and provide training on Mission projects as needed
- Coordinate with the Spiritual Growth Team to include children in age-appropriate mission opportunities.

2. YOUTH MINISTRY (6th – 12th grade)

- Develop, plan, and implement weekly, quarterly and annual programs that promote Christian faith formation in Middle School and High School youth through service, inclusive community, spiritual practices and play.
- Organize and oversee an annual youth confirmation class.
- Help coordinate and encourage youth participation in worship leadership.
- Know the names of and keep in contact with every youth and parent on the active rolls of the church and follow up with first time youth visitors and their families.
- Recruit, equip, and supervise youth ministry volunteers.

- Ensure that all youth ministry volunteers complete an application, clear a background check, complete Safe Church training, and receive training before serving in youth ministry.
- Develop and maintain foundational ministry documents including directories, an annual calendar of activities, registration forms, a list of volunteer ministry positions with descriptions, strategic goals, and other documents as needed for the ministry.
- Work with the Spiritual Growth Ministry team to plan and prepare for programs, set strategic goals and prepare an annual budget.

3. STAFF CONDUCT AND PROFESSIONAL DEVELOPMENT

- Maintain healthy boundaries as a means of supporting personal health and ministry programs that are healthy and sustainable.
- Maintain confidentiality of privileged information.
- Attend staff meetings and maintain ongoing communication with supervisor and church staff.
- Keep regular office hours at the church.
- Pursue continuing education opportunities and professional development activities.
- Perform other responsibilities as assigned by the Pastor.

4. EDUCATION, QUALIFICATIONS AND EXPERIENCE

- A progressive Christian faith and commitment to community service, justice and equality.
- Interpersonal skills in communication, education, collaboration, and group process.
- Leadership abilities in event planning and promotion, equipping volunteers, and community organizing
- Bachelor's degree or equivalent required; master's degree desirable.
- Study of pastoral ministry, theology, or social work desirable.
- At least three years of professional experience in youth ministry and/or youth community service programs.

ACCOUNTABILITY: Accountable to the Pastor.

EVALUATION: An annual employment evaluation will be conducted by the supervisor. The Personnel Ministry Team may also review annually the employee's performance and the adequacy of compensation at its discretion.