

**September 2016**

**Position Title:** Director for Youth and Their Families

**Incumbent:**

**Reports To:** Director of Family Life

**Summary of Position:** The primary responsibility of the Director for Youth and Their Families is to recruit, train and direct a team of youth and adult volunteers to serve the spiritual needs of young people (grades 6-12) and their families by creating an environment where youth, their families and their adult leaders can engage in life-long Christian growth and discipleship.

### **Duties and Responsibilities**

The Director for Youth and their Families is a leader of leaders. He/she is responsible (with the assistance of the youth program administrative staff) for overseeing the coordination and implementation of Woods' youth and family ministry including Bible study, confirmation, middle- and high-school youth fellowship, youth small groups, mission trips, and conferences. Specifically, this individual will serve as:

**Leadership Developer:** The Director for Youth and their Families will:

- Recruit, train and equip youth, young adults and families for ministry in the church and community.
- Identify adult advisors, volunteers, youth, and the Youth and Their Families Ministry (YATF) chairs.
- Lead the entire congregation in ministry with/for/by middle and high school age youth.
- Supervise and develop YATF interns.
- Work cooperatively with the Session, YATF Ministry, Confirmation Task Force, WoodsWork Committee and other subcommittees and groups to provide broad support to our multi-faceted youth ministry.

**Spiritual Guide:** The Director for Youth and their Families will:

- Provide spiritual guidance and support to the leaders of youth, both adults and teens.
- Nurture and lead youth and their families toward a relationship with God and with each other through prayer, study of scripture and the Reformed Tradition.
- Coordinate with other ministries of the church, Baltimore Presbytery and other PCUSA congregations to provide ministry opportunities for youth and their families.

**Director and Worship Leader:** The Director for Youth and their Families will:

- Proclaim the gospel as teacher and speaker at youth gatherings
- Lead a team of people (to include Woods pastors, deacons and Stephen Ministers) who provide high quality pastoral care for youth and their families.
- Serve as a colleague in ministry and member of the senior leadership staff
- Encourage full participation of youth and families in worship

**Director:** The Director for Youth and their Families will:

- Evaluate, update and implement Woods' vision for youth and family ministry.
- Direct the creation and planning of youth retreats, activities, and events for the year.
- Create a high level of participation by youth and families in the overall life of the church and in service to the larger community.

**Administrator:** The Director for Youth and their Families will:

- Serve as staff resource for the Youth and their Families ministry
- Oversee the preparation and distribution of youth ministry publications, including written materials, the website, texts, e-mails, and all other forms of communication.
- Establish a budget for the YATF and ensure that it is observed
- Provide pertinent resources and materials for leader training and youth education.
- Maintain strict adherence to Woods' Child Protection Policy
- Communicate effectively with colleagues on the church staff and in Presbytery and community.

**Ministry Beyond the Local Church:** The Director for Youth and their Families will:

- Participate in the ecumenical community and connect with local youth organizations.
- Be aware at all times that he /she is a witness to the nature of Jesus Christ and a representative of Woods Church to the congregation, to visitors and to the public

#### **General Terms of Employment and Benefits**

- General terms of employment and benefits are set forth in the current Personnel Manual
- Salary is established annually by the congregation through the Session and the Human Resources Ministry

- **Work Time:** This is a salaried, full-time, exempt, position. Overtime is not available. Work week includes Sunday. A weekly day off is provided.
- **Retirement and Health:** available
- **Vacation Time:** Based on service as specified in the Personnel Manual
- **Study Leave:** available
- **Continuing Education, Automobile and Discretionary Expenses:** will be provided.