

# First Presbyterian Church of Salina Staff Position Description

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**Position Title:**

Youth Ministry Director  
First Presbyterian Church, Salina, KS

**Reports To:**

Rev. Keith Phillips  
Acting Head of Staff  
Associate Pastor for Mission, Youth, Adult Education, and Community Building

**Hours/Days of Week Worked:**

- 15-20 hours per week
- Current regular hours may include:
  - During the school year: Wednesday evenings (7:00 – 8:00) and Thursday mornings (6:45-7:30)
  - All year: Sundays (9:30 a.m. – 12:30 p.m.)
- Additional hours will include preparatory work, communication work, supervisory meetings, and attending youth extracurricular events as able
- Please note that these hours are subject to change.

**General Duties:**

- Encourage and nurture the spiritual growth of youth in grades 6-12 by building and maintaining relationships with and among the youth and their families.
- Create, implement, and lead regularly-scheduled, high-quality youth ministry programs that are approved by the Session of First Presbyterian Church.

**Responsibilities:**

- Work with Associate Pastor and Youth Ministry Committee to determine suitable curriculum for Mid-High and Senior High youth group meetings.
- Build relationships with youth through presence at church youth functions and other opportunities as discussed with the Associate Pastor.
- Support the Associate Pastor in planning and implementing plans for youth functions, including weekly mid-high and senior high gatherings, and other events and retreats throughout the year (may include Sunday School, retreats etc. upon agreement between the Director and the Associate Pastor).
- Communicate weekly with FPC parents and youth regarding the ongoing youth ministry events. This will include maintaining the FPC social media presence for youth ministry and using other technology sign up platforms.
- Plan, coordinate and lead bible/curriculum lessons to be taught by YM Director or prepared for youth leaders to present.
- Recruit, train and maintain volunteer adult leaders, prayer partners and ministry leaders.
- Be responsible for planning and leading Youth Bible Study as outlined by the Associate Pastor.
- Participate in and provide support for youth and adult leadership in committee/planning meetings to plan lessons, games, dinners and special events. This will include making reservations, securing volunteer drivers and mapping out logistical details.
- Meet with Associate Pastor periodically for theological reflection/‘check-in’

**--continued--**

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## **Position Requirements:**

*Required: High School Diploma, Background Check (through First Presbyterian Church Salina), knowledge of Bible, desire to work with youth, desire to use experience in position to grow personally and professionally*

*Qualifications: Must be flexible, dependable, mature, able to communicate well, and able to work well with both youth and adults. Must profess a personal faith in Jesus Christ and must be able to communicate that faith effectively.*

*Plusses: Knowledge of adolescent development phases, new communication and signup technologies, Reformed Theology, and Presbyterian Polity are plusses, but not requirements. We will work with the hired candidate to provide proper training in these areas.*

## **Compensation:**

- \$15 per hour
- Should this position be taken to fulfill college credit, First Presbyterian Church is willing to work with the Youth Ministry Director and their school to adjust this position to meet the school's course requirements.

## **Start Date:**

Immediately

**To apply for this position, please send your resume to Rev. Keith Phillips:**

[keith@fpcsalina.org](mailto:keith@fpcsalina.org)

P.O. Box 585  
Salina, KS 67402  
(785) 825-0226 x223

***AT FIRST PRESBYTERIAN CHURCH, WE ARE LED BY CHRIST, TOGETHER IN FAITH IN LOVE,  
TO JOYFULLY THINK, QUESTION, GROW AND SERVE!***