

Westminster Presbyterian Church

3906 W. Friendly Ave.

Greensboro, NC 27410

Phone: 336-299-3785

Fax: 336-299-5837

www.westpreschurch.org

Ministry Size: 1000-1500 members

Ethnic Composition:

American Indian or Alaskan Native – .5%

Asian – .5%

Black or African American (African Native, Caribbean) – .5%

Hispanic Latino/Latina, Spanish – .5%

Middle Eastern – 0%

Native Hawaiian or Other Pacific Islander – .5%

Multiracial - .5%

White – 97%

Average Worship Attendance:	400
Church School Attendance:	90
Curriculum:	teenSundayschool.com
Yoked Church:	False
Presbytery	SALEM PRESBYTERY
Synod	SYNOD OF THE MID-ATLANTIC
Community Type	Sub-urban

Position:	Assistant Youth Director
Experience Required:	0 to 2 Years
Specific Title:	<u>Assistant Director of Youth Ministries</u>
Employment Status:	Part-time (25 hrs/week)
Language Requirements:	English
Other Languages:	(no requirement)
Statement of Faith Required:	Yes
Clergy Couples:	No

Training/Certificate Requirements: High School Diploma (or equivalent)

Other Training: none required

Mission Statement:

"Celebrating Grace, Following Jesus, Healing God's World"

What is the congregation's or organization's vision for ministry?

TO PARTICIPATE IN GOD'S WORK THROUGH JESUS CHRIST
TO REDEEM, RECONCILE AND HEAL ALL THINGS.

All this is from God, who reconciled us to himself through Christ, and has given us the ministry of reconciliation, that is, in Christ, God was reconciling the world to himself. (2 Corinthians 5:18-19)

See, I am making all things new. (Revelation 21:5)

For from him and through him and to him are all things. (Romans 11:36)

The good news of the Gospel is that the triune God - Father, Son, and Holy Spirit - creates, redeems, sustains, rules, and transforms all things and all people. (Book of Order)

God is at work, creating life and sustaining all things. God is at work to heal our brokenness, to redeem us, to reconcile us to God and each other, and to bring about the new creation. God's work is revealed and embodied in Jesus Christ and empowered by God's Spirit, active in the world and in our lives.

The church is called to participate in God's work and continue the ministry of Jesus, equipped and empowered by the Holy Spirit. The church is the body of Christ, not just in a metaphorical way but in a sacramental way, an outward and visible sign of God's inward and spiritual grace.

How does Westminster feel called to reach out to address the emerging needs of our community or constituency?

- Be creative and intentional in sharing the good news of Jesus Christ.

"And Jesus said to them, "Go into all the world and proclaim the good news to the whole creation."

- Invite and challenge people to grow as disciples of Christ.

"Go out and train everyone you meet, far and near, in this way of life, marking them by baptism in the threefold name; Father, Son, and Holy Spirit. Then instruct them in the practice of all I have commanded you." (Matthew 28:19-20 -The Message)

- Equip members for a variety of ministries.

“Now there are a variety of gifts, but the same Spirit ... To each one is given some manifestation of the Spirit for the common good. Now, you are the body of Christ, and individually members of it.” (1 Corinthians 12:4,7,27)

- Reach out to those who feel disconnected from the church or from God.

Speak encouraging words to one another. Build up hope so you'll all be in this together, no one left out, no one left behind. (1 Thessalonians 5:11)

- Focus our gifts and resources as a church on bold, new ways to bring healing to our community and world.

The one who believes in me will also do the works that I do and will do greater works than these. (John 14:12)

How will this position help Westminster to reach our vision and mission goals?

The Assistant Director of Youth Ministries will provide support to the Pastor for Formation and the Director of Children's and Youth Ministries in the planning, promotion and administration of youth programming in and through Westminster Presbyterian Church, allowing our team to continue building relationships with youth and their families, build new community, creatively engage with and implement new ideas, and participate in service to and alongside our neighbors.

The weekly schedule (25 hours) is coordinated with the Dir. of Children's & Youth Ministries. Hours may vary from week to week – *flexibility is necessary*.

RESPONSIBILITIES

1. Youth Participation

- Assist in providing and supporting a wide variety of regularly scheduled and special offerings and events throughout the year for youth and their families to further their spiritual formation.
- Assist in planning and promoting all regularly scheduled and special offerings and events.
- Maintain timely and accurate rolls, attendance records, and contact information for youth and their families.
- Get to know the youth and families of Westminster.

2. Youth Volunteer Administration

- Responsible for managing volunteer teaching/shepherding schedule.
- Ensure that all volunteers satisfy the requirements of Westminster's Safe Sanctuary policy. Meeting the requirements for Safe Sanctuary involves advance planning to

ensure teachers, shepherds and volunteers leaders have satisfactory background checks and a minimum of six-month's involvement with our church or other qualifying experience.

- Working with Director of Children's & Youth Ministries, providing teachers and shepherds with curriculum and resources for Sunday morning programing.
- Encourage volunteer participation in the Sunday and Wednesday evening programming.

3. Volunteer Development and Training

- Assist with the functions of recruiting volunteers with the support of the YMC and the Director of Children's & Youth Ministries.
- Assist with training and equipping sessions for volunteers throughout the year to ensure an adequate cadre of available volunteers.

4. Event Planning

- Assist in the planning of special events for the youth and their families to deepen their discipleship and to better connect them to the church family.
- Document each major event under the supervision of the Director of Children's & Youth Ministries and update the documentation in a timely manner with the assistance of event volunteers and the Youth Ministry Committee.
- Assist in evaluation of all events.
- Ensure sufficient volunteer resources for all events.

5. Worship Involvement

- Attend worship regularly.
- Assist Director of Children's & Youth in special worship services involving youth participation and/or leadership.

6. Visitor Follow-Up

- Assist to provide personal follow-up to all first-time visitors with a telephone call. This contact must be made in the early part of the week following the visit.

7. Church Staff Coordination

- Communicate with the church staff in such a way that they are informed and supportive of the priorities and programs of Youth Ministry.
- Attend weekly staff meetings.

8. Ministry Needs

- Assist with the functional needs of Youth Ministry with the help of administrative staff and volunteers.

- Ensure volunteers in Youth Ministry have the resources they need.
- Ensure classrooms are equipped with appropriate resources.
- Ensure the Resource Room is adequately stocked and maintained.
- Assist Director of Children's & Youth Ministries with timely communication and publicity through newsletters, Take Note, mailings, bulletins, church school announcements, electronic mailings, etc.
- Attend Youth Ministry Committee meetings.

Provide a description of the characteristics and skills needed by the person who is open to being called to this congregation and or organization.

In no particular order...

- Organized
- Team Player, but...
- Able to work independently
- Creative
- Relational
- Christ-Centered
- Responsible
- Dependable
- Encouraging
- Servant-minded
- Computer-proficient/Social Media-savvy
- Knowledge of church culture

What specific tasks, assignments, and program areas will this person have responsibility?

- Assisting in planning weekly youth group gatherings;
- Managing weekly newsletter and social media content (communications);
- Managing outreach and community engagement opportunities;
- Ensuring youth teaching staff and volunteers have supplies weekly;
- Assisting in recruiting and managing volunteer corps;
- Attending regular Sunday morning youth programming and worship;
- Managing attendance and contact information for youth and their families;
- Attending regularly scheduled staff and Youth Ministry Committee meetings

Compensation: \$26,000 annually

**Please submit resumes, references and Statement of Faith to Jim Wilkie (committee chair) at info@westpreschurch.org by Friday, June 18, 2021.*