

## Position Description:

The Associate Pastor or Youth Pastor will serve as a key member of the church leadership team shepherding the congregation, with a primary focus on youth ministries. This role includes discipleship, teaching, pastoral care, and outreach efforts to engage young people and their families in spiritual growth and community involvement. They will plan, conduct, and evaluate a comprehensive youth program to share, encourage, and grow the love of Christ in our church's youth (11-18). He or she also plans, directs, and evaluates missions activities (in conjunction with the Missions Committee- They will lead the Family Life and Recreation ministries of the Church. Their ministries will be done under the supervision of the Senior Pastor and in coordination with their colleagues on the ministry staff.

### **Youth Ministry (70% total: 20% youth missions involvement, 50% youth/parents ministry)**

- Disciple the youth into a personal relationship with God.
- Plan, direct, and evaluate the youth ministries of FBC with the assistance and support of existing committees.
- Ensure a safe environment is maintained in all youth ministry settings.
- Be an advocate for the youth and educate the congregation about the hopes, concerns, and needs of youth in the Church and the community.
- Love and meet (physically, emotionally and spiritually) the youth where they are.
- Implement and participate in programs and activities that are both engaging and overtly spiritual.
- Conduct special age-group activities and programs appropriate for different groups *within* the youth, e.g. rising sixth graders, middle school or graduating seniors.
- Actively pursue and teach spiritual formation relevant to current-day issues for teens. Teach the youth the Gospel and what that requires from them both now and into their adulthood.
- Study, suggest, and implement new curricula, programs, physical plant needs, etc. according to the needs of the youth and their parents.
- Attend relevant professional development workshops and personal growth conferences to stay informed about new and effective ways to implement ministry.
- Develop one-on-one personal relationships with both youth and their parents.
- Create events for parents of youth related to their Christian parenting roles.
- Role model faithful living.
- Coordinate and implement a curriculum of weekly youth spiritual education opportunities. Consider developing and implementing a scope and sequence of topics which youth should be exposed to throughout their years in the program.
- Integrate the youth and foster their leadership in the Church at all levels, including but not limited to participation in services, activities, sports events, committees, musical groups, or church events.
- Integrate the parents of youth and the adults of the Church into the life of the youth by recruiting, training, and motivating involvement.
- Assist in the preparation of the annual budgets for the youth, snack supper and mission trip ministries of the Church.
- Exercise active pastoral concern for the young people and parents of FBC, being available to all parties, including parents, for counsel, and referring them to further specialist help when needed.
- Be available for and respond to young people and parents in pastoral-need situations.

- Offer, coordinate, and participate in numerous local mission opportunities to involve the youth in ministering to others within and outside of the church.
- Plan and conduct mission trips both within and outside the United States with the assistance of the Missions Committee/Ministry Team, challenging them to respond to God's call to serve in their local communities and world.
- Communicate about and publicize long-term events often and as effectively as possible using all available resources (calendar, church website, band app, email, bulletin, social media, and newsletter).
- Ensure communication with church staff and leadership, parents, and church as a whole.
- Recruit, equip, and mentor volunteer leaders from all sectors of the church.

### **Family Life and Recreation: 20%**

- Facility:
  - Coordinate, schedule and administer the usage of/and activities in the Family Life Center.
  - Maintain the church policies for appropriate usage, rental fee and processes for using the facility.
  - Coordinate with the Building and Maintenance Committee for any repairs/upgrades required in the Family Life Center.
  - Maintain, care for, and repair of recreation equipment and supplies. Keep the recreation supply room in good order.
- Activities:
  - Direct the planning, coordination, conducting and evaluation of recreational activities for all age groups.
  - Plan activities that promote interaction between all congregational demographics to include age/gender/race/country of origin. (i.e. intergenerational golf, kickball, pickleball games).
  - Plan, coordinate, and maintain logistics for the church baseball teams for the New Bern Sunday School League (our church currently maintains teams in each of the four leagues).
  - Promote the activities of the Family Life Center to meet the overall needs of the Church to develop fellowship, Christian personal growth, and evangelistic outreach. This should include faith-based activities as well as events that cater to educational, hobbies, athletic and any other interests that appeal to the congregation and create opportunities for fun and constructive sharing of time.
  - Establish an events calendar for the website and write articles in the newsletter that effectively publicize and promote Church activity programs to ensure the congregation is fully aware and maximizes participation.
  - Provide representation for the Church in planning, conducting, and evaluating recreation activities that involve other Churches and the community.
  - Serve as a recreation resource person and advisor to organizations of the Church, as requested. Lead and foster the Recreation and Family Life Committee so that it is actively engaged and implementing the needs of the Church and community.
  - Assist in the preparation of budgets for the Recreation Ministry of the Church and for facility needs of the Family Life Center.

### **Additional Duties: 10%**

- The Associate Pastor will share in appropriate pastoral duties, such as counseling, emergency care, hospital visitation, nursing home and shut-in visitation, weddings and funerals, and will share responsibility with the Senior Pastor for major ministry initiatives.
- If not currently ordained, work with the Senior Pastor on the church-level ordination process.
- Deliver sermons as coordinated with the Senior Pastor.
- Perform other duties as assigned by the Senior Pastor or Deacons.
- Provide leadership to other members of the staff and work with them as a team, in discussion, fellowship, prayer, administration, and charting the daily course of Church events.
- Work with Senior Pastor, Associate Pastor of Music and Worship, and Associate Pastor of Christian Education to plan, order, coordinate, and lead all worship services (Sunday, Wednesday, and others).
- Serve as the staff liaison to assigned standing and special committees of the Church.
- Perform staff liaison duties with the Food Service Committee.
- Prepare and submit an annual written report to the Deacons regarding Family Life activities and Youth Ministry.
- Attend weekly staff meetings.
- Attend monthly deacon's meetings.
- Meet with deacon liaison as needed.

### **Supervision:**

The Associate Pastor of Youth and Family Life reports to the Deacons, works under the supervision of the Senior Pastor, and is evaluated periodically (no less than annually). Additionally, the Associate Pastor will complete an annual self-assessment to be provided to the Deacons.