

**Wallace Memorial Presbyterian Church**  
**Position Description**  
**Draft for review/approval – June 2011**

- Title:** Youth Director (Part-Time)
- Purpose:** Develop and build a comprehensive, Biblically-based, service oriented youth ministry program for Wallace Memorial Presbyterian Church children in grades 6 through 12 (middle/high school age) that aligns with the WMPC mission statement.
- Qualifications:**
- 1) Confessed and committed disciple of Jesus Christ
  - 2) Experience in youth ministry with responsibilities for organizing and planning
  - 3) Bachelors degree (or pursuing) in youth ministry, education, or related field
  - 4) Act 33 clearance and criminal background check
  - 5) Ability to work creatively and collaboratively with other church staff members
- Accountability:** The Youth Director would report directly to the Pastor as Head of Staff and be accountable to the Session via the Youth Committee. The Youth Director is expected to work closely with the Christian Education Director and Sunday School teachers.
- Time Requirements:** This position entails, on average, 10-12 hours per week, including three hours on Sunday mornings for participation in the education hour and worship time. The number of hours may vary depending on season and program demands, but should not exceed 600 hours annually.
- Responsibilities:**
- 1) Develop and implement youth ministry programs which focus on spiritual development, outreach, and fellowship for middle and high school-aged children.
  - 2) In consultation with Christian Education Director, coordinate youth programs and education activities in conjunction with Sunday morning education hour.
  - 3) Establish and maintain relationships with church youth and their families and with youth from the community that are not already part of WMPC.
  - 4) Maintain records of activities, including participants, costs, permission slips, incident/accident reports, comments, and post-activity evaluation reports.

- 5) Identify, develop, and mentor youth leaders.
- 6) Organize and plan youth-led church services in conjunction with the Pastor, Worship Committee, and Music Director.
- 7) Assist youth in identifying church/community needs both physical and spiritual. Lead youth in developing a mission plan to help meet those needs via service/ministry projects.
- 8) Plan, coordinate and lead local and non-local mission trips.
- 9) Coordinate activities and programs with youth groups from other churches.
- 10) Pursue continuing education opportunities in order to maintain current knowledge and spiritual growth.
- 11) Perform other duties assigned by the Pastor or Session.

**Evaluation:**

Performance reviews will be conducted annually by the Personnel Committee in consultation with the Pastor. The Personnel Committee will review annually the adequacy of compensation of the Youth Director with final approval from Session.