

CROSS & FLAME MINISTRIES
Director of Youth & Family Ministry / Primary Job Site: Murphysboro
Job Description

GENERAL DUTIES AND RESPONSIBILITIES

Under the supervision of Senior Pastor in conjunction with Staff Parish Relations Committee, the Director of Youth & Family Ministry will create & maintain programs & ministries conducive with making youth disciples for Christ and providing for activities that grow, nurture, and empower families toward healthy relationships with God and each other.

Job Title: Director of Youth & Family Ministries (32hrs/wk)

Spiritual:

- 1. Maintain a personal relationship with God and diligently develop his/her spiritual gift of leadership.**
 - a. Allocate time daily to maintain a personal relationship to God
 - b. Model mature Christian behavior consistently
 - c. Be an active member of the Christian faith

Educational Requirements: Minimum A.S. and/or Experience or BS/BA preferred.

Responsibilities:

Youth Ministry:

- Develop, coordinate, and conduct weekly Youth Bible Study
- Cultivate pastoral relationships with students through weekly interaction and activities such as mentoring and providing pastoral counseling.
- Organize Sunday evening youth ministry meetings, develop and lead youth special outings, service projects, retreats, and camps
- Develop programs to attract and retain youth from within the church as well as the local community
- Organize, coordinate, and lead mission trips (local, national, and occasional international)
- Develop relationships and visibility in the area junior high and high schools
- Coordinate fundraising to help support the youth program.
- Recruit, train, equip, and support youth leadership team

Education:

- Organize and lead Confirmation Class with support from mentors and Pastors
- Track and plan expenses/budgeting for Youth Ministries

Family Ministry:

- Work with the Children Ministry Coordinator and Pastors to develop, organize and lead family activities as needed

General:

- Comply with all aspects of the Safe Sanctuaries policy
- Coordinate compliance with and implementation of the Safe Sanctuaries policy in all areas of the church.
- Administrative work as needed.

Skill Requirements: Administrative proficiency, creativity, communication, project planning, understanding of developmental levels of youth and ability to adapt lessons to those levels.

Possess word processing and social media skills to be able to update and interact with the youth and staff through various electronic mediums. Ability to lead youth mission trips with confidence and passion. Possess organizational skills to plan, organize and delegate activities.

Staff Relationships: Work directly with the program team. Attend staff meetings with the administrative team. Meet monthly with the Children's Coordinator and Pastor to plan and manage the youth program.

Evaluation: Yearly evaluations with the Senior Pastor and a representative from SPRC (formal evaluation).

Background Check: A background check is required and shall be repeated every 5 years. (Question should we include here as re-review period of something like five years?)