



Position Description: Director of Youth Ministries

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The Director of Youth Ministries at Grace Bible Church is responsible for overseeing all aspects of student ministries for Junior and Senior High programs (7-12).

Job Qualifications:

The Director of Youth Ministries must have a love for God, a love for teenagers, and a pastoral heart to see them grow in their relationship with Christ. In addition, the following are required:

- 1) General
 - a. Must desire and actively pursue spiritual maturity through personal spiritual disciplines and practices, and regular church attendance.
 - b. Must meet biblical qualifications for church leadership as per 1 Tim. 3, Titus 1, and 1 Pet. 5.
 - c. Must represent Grace Bible Church in a positive way both on-duty and off-duty, displaying Christian behavior in both personal and professional settings.
 - d. Must be a member in good standing of Grace Bible Church
 - e. Must have good people skills; displaying a relational style of leadership and ministry
 - f. Must be committed to a team approach to ministry
 - g. Must be able to focus and remain calm under pressure.
 - h. Must be committed to Grace Bible Church's doctrine, vision, values and teaching positions
 - i. Must display a joyful spirit and good sense of humor
 - j. Must be flexible in work schedule
 - k. Must possess a valid California driver's license
 - l. Must be a self-starter; able to work without direct supervision

- 2) Specific
 - a. Must display a relational style of leadership and ministry
 - b. Must display an ability to relate to the unique needs of teenagers
 - c. Must have a basic knowledge of first aid
 - d. Must possess boundless energy, unlimited patience, thrive on little or no sleep, and be smarter than his/her smart phone! 😊

Specific Duties and Responsibilities:

- 3) Programming:
 - a. Develop and conduct Sunday morning and mid-week programs for Junior and Senior High students
 - b. Develop biblical instruction and programming to encourage spiritual growth
 - c. Provide periodic retreat opportunities for both Junior and Senior High students
 - d. Provide opportunities for Junior and Senior High students to minister to others



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- 4) Leadership
 - a. Recruit and train a ministry team of adults to enhance the youth ministry
 - b. Function as primary teacher while providing teaching and leading opportunities to other qualified adults
 - c. Ensure that competent adult leadership is available to supervise and to build relationships at youth events
 - d. Engage parents as vital partners, coming alongside families, especially in times of crisis

- 5) Administrative
 - a. Prepare and submit weekly time sheets to the office, showing hours worked.
 - b. Prepare and submit annual budget proposals to the elders
 - c. Oversee the expenditures of the budget allocated towards the youth ministries
 - d. Attend weekly staff meetings as assigned
 - e. Other duties as assigned

Work Schedule: This is a part-time position

- 1) Weekly
 - a. Typically, 1.5 hours on Sunday morning, and 2 hours on a mid-week evening, though schedule may vary as assigned.
- 2) Monthly
 - a. Movie nights, game nights, etc. (local events)
- 3) Quarterly
 - a. Travel events such as conferences, concerts, beach trips, etc.
- 4) Annual
 - a. Retreat or camp
- 5) In addition to the above, sufficient prep time (approximately 6-8 hours) must be allotted weekly for personal study, message and other preparation for youth meetings. While the salary is based upon a projected 12-hour work week, the actual number of hours required during any given week are those needed to fulfill the responsibilities of the position.

Supervision:

The Director of Youth Ministries reports to the Pastor.

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