

**Director of Youth Ministry  
Grace Presbyterian Church**

**Job Title:** Director of Youth Ministry  
**Reports to:** Director of Family Ministries  
**Classification:** Full-Time Salaried Exempt position eligible for Affiliated Benefits per HR Manual  
**Pay Range:** \$40,000 - \$45,000 Annually

The Director of Youth Ministry position is a called, but not ordained position. A college degree and two-five years of church ministry experience is preferred. The position encompasses the duties and responsibilities of administering and leading the Youth Ministry program for Grace Presbyterian Church. The position is expected to work alongside the other members of the Family Ministries Team and follow their vision and goals. Youth Ministry is defined as 6th-12th grade students and families. This full-time position requires some regular office hours, as well as time outside “normal office hours” in order to meet students’ needs.

**Essential Duties and Responsibilities:**

- Plans, organizes, implements and attends the programs and events in Youth Ministry, specifically weekly High School & Middle School Programming, Sunday School, Small Groups, Youth Group and other activities as well as retreats and trips
- Recruits, organizes and leads the Small Group Leader adults, chaperones and other youth volunteers; trains volunteers in partnership with the Children’s Director and Family Ministries Director
- Participates in planning and implementation of Family Worship Services throughout the year. Engages in such ministerial activities as the Senior Pastor and/or Session may designate, in so far as permitted by the *Book of Order*
- Directs the annual budget planning and budget management for Youth Ministry.
- Attends weekly staff meetings
- Attends regular meeting with Director of Family Ministries
- Coordinates scheduling of activities with Children’s and Music Ministries
- Other responsibilities as requested by the Director of Family Ministries

**Qualifications/Skills:**

- *Administration:* Planning & implementing activities in conjunction with overall church calendar; strong communication skills with youth, parents, volunteers and other staff members; proficiency with technology and social media management
- *Deadline management:* Planning proactively, communicating regularly to Director of Family Ministries, Family Ministries Administrator; ability to interact well with support staff (i.e. clearly expressing needs and feedback)
- *Worship:* Currently an active member within a church community, vibrant faith in Jesus Christ and a passion for youth ministry; committed to Reformed theology and church practices
- *People Skills:* Ability to inspire and teach youth, build relationships and trust, recruit and guide volunteers
- *Staff Interaction:* Encourage collaborative efforts and team building; flexibility

**Physical Requirements:**

- May require prolonged standing or sitting, frequent bending, stooping or stretching
- May require lifting items up to 20 pounds and carrying them a distance of 25 feet
- Requires manual dexterity and hand/eye coordination

**There will be an evaluation in 90 days from date of hire which will end the probationary period.**

**Employment requires approval by HR team, a complete and satisfactory background check and acceptance of an official offer from Grace Presbyterian on church letterhead.**

**Send Resume to: [youthdirector@gracepc.org](mailto:youthdirector@gracepc.org)**

**Website: [www.gracepc.org](http://www.gracepc.org)**