

**National Presbyterian Church  
Associate for Youth Ministry**

**Position Description**

The Associate for Youth Ministry has a heart for reaching youth with the Gospel of Jesus Christ. This position will support the weekly programs (Sunday School, small groups, youth group) as well as special events (retreats, service events, etc). This position will also support the relational outreach and connection aspect of the Youth Ministry. The Associate/Intern for Youth Ministry works under the supervision of the Director of Youth Ministry in accordance with all stated policies of the Church and to advance the overall mission of NPC's Youth Ministry, as part of the Church's ministry vision and strategic plan.

The Associate for Youth Ministry is a part-time, 20-25 hours/week position without benefits.

**Major Duties and Responsibilities**

The Associate for Youth Ministry/Intern for Youth Ministry will take on various degrees of leadership in the following areas:

- A. Weekly Sunday School and Youth Group
- B. Leading a High School Boys Small Group
- C. Developing relationships with individual youth (especially boys) and families
- D. Assisting with planning and preparation for special events, including fall retreats, overnights, summer trips, etc.
- E. Communications with youth ministry volunteers, parents, youth, and church staff.
- F. If applicable, developing a youth worship component on Sunday mornings, and developing youth leadership in music
- G. Implementation of a new visitor follow-up process
- H. Developing a connection plan, to ensure that every youth is contacted at least once/year

The Associate for Youth Ministry will participate in the following activities:

- A. Ministry staff meetings
- B. Other duties as assigned by the Ministry Directors
- C. Regular personal spiritual practices (e.g., Bible reading, prayer, etc.).

**Minimum Qualifications**

- A. A Bachelor's degree, or equivalent ministry experience.

- B. A maturing, personal relationship with Jesus Christ, showing continuing spiritual growth, moral and emotional strength, obedience to Biblical principles, and a demonstrated love for Jesus Christ and the church.
- C. Adherence to [NPC's Youth and Children Leadership Covenant](#) and the ability to sign [NPC's Biblical Standards for Leaders](#) statement.
- D. Demonstrated enthusiasm for working with children and youth, with a willing spirit to serve and be used by God in the lives of children and youth.
- E. Demonstrated willingness to learn, to be mentored and taught, and to improve leadership skills.
- F. Demonstrated ability to plan and lead Bible studies, fellowship activities, and work projects.
- G. Good skills in listening and oral communication.
- H. Demonstrated ability to manage responsibilities with minimal supervision.
- I. Demonstrated ability to work creatively, cooperatively, and collegially with staff, parishioners, volunteers, and as a team member.
- J. Ability to pass appropriate pre-employment background checks to the Church's satisfaction.
- K. The physical demands described here are representative of those that must be met by an employee to perform successfully the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this position, the employee is regularly required to sit, talk, and hear. The employee is frequently required to climb stairs and to reach with hands and arms and stoop, kneel, or crouch. The employee may sometimes be required to drive an automobile and is frequently required to stand, walk, and participate in sports or similar type physical activities. The employee is frequently required to carry documents or items from one building to another on the grounds of the Church.

### **Preferred Qualifications**

- A. Experience mentoring or leading groups of adolescent boys.
- B. Experience leading worship.
- C. Familiarity with the PC(USA) and/or the Reformed theological tradition.

To apply, please submit the following to [npcyouth@nationalpres.org](mailto:npcyouth@nationalpres.org):

- Application Form OR comprehensive cover letter
- Resume
- List of 3 references

Applications will be received until May 15, 2018 or until the position is filled.

## **Application Form**

Name: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

Home Address: \_\_\_\_\_

Age: \_\_\_\_\_

Schools attended, and/or degrees completed: \_\_\_\_\_

Email Address: \_\_\_\_\_

Church Affiliation/Membership: \_\_\_\_\_

1. Briefly share your understanding of Christian faith. (What do you believe?)
2. How do you continue to grow in your relationship with God in Jesus Christ?
3. What gifts/talents will you bring to NPC's youth ministry?
4. What do you consider to be your challenges/weaknesses as they relate to ministry?
5. Describe your talents, interests, hobbies, and extracurricular activities.
6. Tell about your previous experience working with children or youth.
7. Why do you want to work with the NPC youth ministry?

Please supply three references (and their contact information) who can speak to your experience, character and faith.

1. *Name, relation to you, phone, email*
2. *Name, relation to you, phone, email*
3. *Name, relation to you, phone, email*