

**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 youth programs (Sunday School, small groups, youth group) and special events (retreats, service events, etc), through the relational outreach and connection aspect of the Youth Ministry. The Associate for Youth Ministry will also support the existing efforts of the youth ministry to recruit, develop, and nurture volunteers from the congregation to minister to the youth. If applicable, the Associate for Youth Ministry may help develop a music component to support the existing ministry programs.

The Associate 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.

**Major Duties and Responsibilities**

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

- A. Developing discipleship relationships with individual youth and building relationships with families.
- B. Developing a connection plan, to ensure that every youth is contacted at least once/year.
- C. Implementation of a new visitor follow-up process.
- D. Supporting weekly Sunday School, High School Small Group, and Youth Group.
- E. Assisting with planning and preparation for special events, including fall retreats, overnights, summer trips, etc.
- F. Supporting existing efforts at volunteer recruitment, training, and development.
- G. If applicable, supporting youth leadership in worship, and developing youth leadership in music.

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

- A. Ministry staff and committee 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 youth and university students, with a willing spirit to serve and be used by God in the lives of 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 youth, particularly adolescent boys.
- B. Familiarity with the PC(USA) and/or the Reformed theological tradition.
- C. Experience leading worship.

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

- Cover letter
- Resume
- List of 3 references

Applications will be received until February 28, or until the position is filled, with an anticipated start date of June 2021.