

TEMPLETON PRESBYTERIAN CHURCH

Director of Student Ministries

The successful candidate for the position of Director of Student Ministries at Templeton Presbyterian Church will be an individual who is a committed Christian active in the life and faith of our Lord Jesus Christ and is equipped to serve this church. The Youth Director will have strong gifts for ministry, and be capable of the rigors of active, creative, demanding, and satisfying work with youth and families. By virtue of this full-time position, the ministry gifts and skills of the Director will grow and develop through personal experience, church leadership mentoring, and further academic and professional education.

Qualifications

- Living, active, and Biblically-based personal Christian faith
- High School Graduate, College Degree preferred
- Experience in leading or serving in a youth ministry environment. (i.e., camp ministry, youth ministry, etc.)
- High regard for ministry in a Reformed, Evangelical tradition
- Adequate understanding of biblical concepts and principles, and the ability to communicate them
- Demonstrated ability to communicate effectively with groups
- Desire to disciple and mentor youth in order to lead them into a growing relationship with Jesus Christ and His Church
- Ease and confidence in relating to youth, church and unchurched families, and church leaders
- Personal warmth, integrity, patience, wisdom, self-control, and creativity
- Fundamental skill in preaching and presenting to youth
- Supervisory skills, specifically the ability to manage volunteers
- Administrative skills, including ability to organize, plan, and follow through/manage expenditures
- Desire to pursue professional development in biblical or theological studies

Primary Responsibilities:

Plan, lead, and facilitate a comprehensive Christian education curriculum that provides a basis for biblical and theological enrichment for youth 6-12th grade.

Youth Ministry Programs:

- Plan and lead Middle School and High School midweek meetings on church campus
- Plan and lead youth seasonal and special events, such as baptism and confirmation preparation, Hume Lake winter camp, SALT leadership training program, Trick or Treat on Main Street community outreach program, and summer programming
- Adhere to the church's Student Ministry Handbook and Student Safety policy
- Manage and recruit a team of volunteers providing oversight and communication on weekly programs
- Plan and lead fundraising activities, as applicable
- Communicate to youth, parents, volunteers, and the church at large via monthly newsletter and social media updates

- In conjunction with the CE&D Ministry Team, evaluate curriculum that is consistent with Reformed Theology, and is congruent with the church's goals and values

Youth Ministry Involvement:

- Assist with planning, implementing, and supervising youth involvement through participation and service in various programs, including, but not limited to:
 - Worship service and Faith Factory (Children's Nursery and Sunday School)
 - Vacation Bible School
 - Church Auction/Fundraisers
 - Other church programs that include participation of children and youth as appropriate
- Work to integrate youth and their families into the greater TPC body

Sunday Worship Involvement:

- Take an active part in Sunday worship (e.g., announcements, worship leader, worship band as appropriate, etc.)
- Plan, implement, and lead a Sunday School ministry for Middle School and High School students

Administration:

- Attend monthly meetings with the Christian Education & Discipleship Ministry Team for guidance and support
- Attend weekly staff meetings, and work closely with the Christian Education & Discipleship Ministry Team
- Attend monthly Session meetings for youth-related discussions
- Oversee church property during events and control expenditures of our youth discretionary budget
- Maintain regular, publicized office hours
- Publicize a TPC Youth monthly calendar that is approved by the CE&D Ministry Team
- Assist in developing the church budget
- Be responsible with budgetary spending and keeping records of expenditure

Terms:

The Director of Student Ministries position requires flexible hours, including evenings and weekends. The position is full time and salaried. The actual number of hours required during any given week are those needed to fulfill the responsibilities of the position. It is recognized that the schedule may vary at different times of the year. The expectation is that the Director will work on Sundays as well as other specific times as agreed upon with the Senior Pastor and CE&D Ministry Team.

- Accountability: The Director of Student Ministries works directly with the Christian Education and Discipleship Ministry Team and is supervised by the Pastor (Head of Staff)
- Hours: Full Time, 40 hours per week (average over the duration of one year)
- Salary: starting at \$52,000/year
- Mileage allowance \$1,200, Professional Allowance Expense \$1,200
- Benefits: Medical, Dental, Vision, Death & Disability as ascribed for Member and Spouse
- Vacation: 10 calendar days
- Acquire and maintain California class C driver's license with passenger endorsement (expenses to be paid by church)

- Performance Reviews: The initial review will be completed at 90 days and thereafter on an annual basis in concert with the salary review by the Stewardship and Administration Ministry Team with the Pastor and approved by Session
- Disclosure of driving record
- Recent negative tuberculosis test
- A Live Scan fingerprint check must be conducted and passed
- Credit check
- Employment with Templeton Presbyterian Church is at will and may be terminated by either party with 30 days' written notice