THE FIRST PRESBYTERIAN CHURCH OF ARLINGTON HEIGHTS
Job Description

POSITION: **Director of Youth Ministries**

CURRENT: Vacant

PURPOSE: To provide leadership and support for the middle and high school ministries (6th-12th grades) of the First Presbyterian Church of Arlington Heights

ACCOUNTABILITY: To the Session of the First Presbyterian Church of Arlington Heights, through its Administration and Personnel Committee, under the supervision of the Interim Associate Pastor for educational ministries

COMPENSATION: Exempt - full time position

SUPERVISOR: Interim Associate Pastor for educational ministries

RESPONSIBILITIES:

1. Envision and develop youth ministry program with support and counsel of Youth Ministry Committee.
2. Provide staff presence and leadership to all youth special events (retreats, lock-ins, seasonal events, and summer trips).
3. Research and recommend curriculum for youth Sunday School with the Interim Associate Pastor for educational ministries.
4. Guide, administer and support 6th/7th grade Sunday school ("Y-Search") and Senior High Sunday School, leading classes where necessary and guiding volunteers in their ministry with youth.
5. Recruit, train and support teachers for Y-Search (6th-7th grade) and Senior High Sunday School and Youth Group Leaders for both Middle School and Senior High YG.
6. Create, plan and lead Youth Group (YG) for both Middle School and Senior High students. Includes leading Bible studies, supporting youth group leaders, and providing all necessary staff support for the health of the program.
7. Occasionally share in worship leadership responsibilities.
8. Be a warm, friendly, and welcoming presence to all youth and their families on Sunday mornings, Wednesday nights, and at all youth events.
9. Minister to youth and their families, providing appropriate care and consulting regularly with the Interim Associate Pastor for educational ministries concerning pastoral care needs.
10. Communicate regularly with youth, parents, adult volunteer leaders, committee, using multiple communication methods tailored to audience and type of message.
11. Arrange for or lead child protection training for all youth ministries adult volunteers and ensure that all appropriate Child Protection paperwork is completed and up to date.
12. Partner with chair of Youth Ministry Committee to create agenda for monthly Youth Ministries Committee meeting. Participate in monthly meetings, sharing in decision making, presenting program plans and receiving guidance and counsel from the committee.
13. Serve as staff support to Collegiate Ministry Initiatives, assisting volunteers in planning and offering meaningful ministry, mission and events for college age students.
14. Meet regularly with the Associate Pastor for educational ministries, reviewing programs annually.
15. Comply annually with all required First Presbyterian Church Child Protection policies and all associated paperwork and background checks.

APPLY TO: submit resume and cover letter detailing your experience to Rev. Dr. David Horne, davidhorne@fpcah.org