

Fairview Village Church of the Nazarene
Celebrate, Connect, Care

*Fairview Village Church of the Nazarene purposes to be a Biblically shaped community
of grace
where Jesus is Lord in worship, education,*

Associate Pastor of Youth Ministry
Job Description

ACCOUNTABLE TO: *Family Ministry Pastor*

ROLES AND RESPONSIBILITIES:

- a. Embrace FVC philosophy, vision and mission as defined by leadership*
- b. Participate in a small group associated with FVC and its mission*
- c. Participate in scheduled staff meetings*
- d. Assist pastoral staff with miscellaneous roles as assigned by the Family Ministries Pastor.*
- e. Achieve professional growth through continuing education, appropriate conferences, retreats and research.*
- f. Pastor your ministry area through visitation, calls and follow up.*
- g. Recruit, train and deploy lay persons into your ministry area.*
- h. Pursue ordination from the Church of the Nazarene.*

I. Director of Youth Ministry (7th through 12th Grade)

- a) Plan Weekly Youth Worship Service.*
 - i) Create and communicate OOS (Order of Service) containing music, teaching, games, social space, small group time, etc.*
 - ii) Research and develop curriculum that is relevant to the age group.*
 - iii) Research group games, upfront games, team building exercises, etc.)*
 - iv) Benchmark churches that are comparable in size and churches that are larger to research common practices that will promote growth within your ministry.*
- b) Work in conjunction with Worship Arts Pastor to have quality and relevant worship*
- c) Direct and Promote Yearly Fall Retreat*
 - i) Recruit a speaker*

- ii) *Recruit a worship band*
- iii) *Establish theme and spiritual direction*
- iv) *Schedule a retreat center or camp*
- v) *Recruit adult volunteers*
- vi) *Plan retreat activities*
- vii) *Coordinate transportation to and from retreat center or camp*
- d) *Plan and Execute Youth Group Events*
 - i) *Strategically plan events that are outreach oriented.*
 - ii) *Keep events planned out 18 months in advance.*
 - iii) *Coordinate with the family ministries admin to get events on the church calendar.*
 - iv) *Coordinate with the communications director to promote and advertise events.*
 - v) *Create budgets to manage cost.*
 - vi) *Participate in all family ministries events.*
 - vii) *Recruit adult volunteers for each event.*
 - viii) *Ensure all participants have signed a medical release for BEFORE any event.*
- e) *Create and maintain business plan on growth and development of the Youth Group program*
 - i) *Create and cast vision of “the next step”.*
 - ii) *Constantly evaluate what is vs. what could be.*

II. Director of Youth Small Groups

- a) *Lead Volunteers*
 - i) *Maintain a minimum of 2 volunteer group leaders per small group*
 - ii) *Recruit volunteers to run different parts of the service. (i.e. game leader, worship leader, café manager, etc.)*
 - iii) *Meet with volunteers weekly before each Small Group service to discuss the OOS as well as upcoming events.*
 - iv) *Give small group leaders the scripture and discussion questions mid-week so they have time to prepare to lead their small group.*
 - v) *Keep volunteers informed of upcoming events through weekly emails.*
 - vi) *Give volunteers often a platform to voice concerns and suggestions.*
- b) *Implement and maintain a process of assimilation and care*
 - i) *Ensure connection with new students and their families*
 - ii) *Ensure that students that have been absent do not go unnoticed*
 - iii) *Bring students and leaders into the assimilation/care process*
 - iv) *Visit volunteers and students in emergency situations or hospital*
 - v) *Contact people in this age group that have been absent for 3,6, or 9 weeks*
 - vi) *Contact people in the age group when they have visited 1,3, and 6 times*

III. Facilitate Summer Internship Program

- a) Incorporate students that are interested in ministry
- b) Create application and interview process
- c) Write job descriptions for each intern position
- d) Provide incentive for each intern position
- e) Meet with and evaluate each intern regularly
- f) Provide learning goals for each intern

IV. Participate in Team and Staff Events

- a) Easter Egg Hunt
 - i) Organize specific event as assigned by Connections Pastor
 - ii) Recruit volunteers
 - iii) Oversee operation of event
 - iv) Order supplies as needed
- b) Lights in the Village
 - i) Organize specific event as assigned by Connections Pastor
 - ii) Recruit volunteers
 - iii) Oversee operation of event
 - iv) Order supplies as needed

V. Work Ethic:

- a) Comply with FVCN employee manual
- b) Additional responsibilities in your compensation package are an addendum to the job description.
- c) Ministry is required often on Fridays and Saturdays. Comp time can be taken only upon approval of your supervisor.
- d) When offsite communicate with administrative assistant your availability.

VI. Physical and Mental Requirements:

- 1. General skills in
 - ◆ Writing
 - ◆ Speaking
 - ◆ Reading
 - ◆ Math
 - ◆ Reasoning
- 2. Frequent use of computer.
- 3. Occasional driving; active driver's license required.
- 4. Occasional balancing, bending, stooping, reaching, pushing,

- pulling, climbing and standing.*
5. *Light physical requirement with occasional lifting/carrying of objects weighing up to 20 lbs.*

VII. Other Requirements:

1. *Must be a member of Fairview Village Church*
2. *Must be a professing Christian in word and deed*

VIII. Environment Conditions:

1. *Works Primarily indoors.*
2. *Occasional exposure to steps, stairs and uneven surfaces.*
3. *Work Schedule: Salary which is a minimum of 45 hrs a week*
4. *Reviews: Semi-Annual*

IX. All other tasks as assigned by the Family Ministries Pastor

<u>Supervisor</u>	<u>Date</u>	<u>Employee</u>	<u>Date</u>
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