

# Director of Youth and Family Ministries Northwood Presbyterian Church June 2019

## Job purpose

Lead the youth of our church toward spiritual growth, fulfillment and purpose. The Full-time Director of Youth and Family Ministries (aka, Citylight) is the primary person responsible for programs and ministry to youth and their families at Northwood Presbyterian Church. The director will provide direct oversight of these ministries.

In all things, the director is called to be an example of Christ's love to the youth and families of Northwood Presbyterian Church (referred hereafter as NPC) and to guide them on their faith journey.

## What is Citylight?

Citylight is NPC's student ministry for youth and young adults. Our mission is to transform youth into lifelong disciples of Christ; our purpose is to reach out to our local community and provide middle schoolers (6th-8th graders) and high schoolers (9th-12th graders) with the knowledge, skills, and values that are necessary in order to make new disciples of Jesus Christ who will reflect His light for the world to see.

"Go and make disciples of all the nations,  
baptizing them in the name of the Father and the Son and the Holy Spirit  
Teach these new disciples to obey all the commands I have given you.  
And be sure of this: I am with you always, even to the end of the age."  
(Matthew 28:19-20)

In accordance with our mission and purpose, Citylight provides a robust, fulfilling and fun program for our youth and those in the surrounding community.

## Duties and responsibilities

- Works with the Youth and Family Ministry team to develop and implement activities of this ministry in teaching Sunday School, Bible Studies, leading City Night and other game and fellowship events.
- Coordinates the schedule of youth and family events and activities with the other ministries at NPC.
- Attends weekly meetings of church staff, monthly meetings of the Youth and Family Ministry Team and periodically attend meetings of the Christian Education Team, (minimum 3x per year).
- Selects curriculum for all youth educational opportunities, which is then approved by the Youth and Family Ministry Team.
- Takes Christian Education resources and creates impactful Biblical lessons that are easy for youth to understand.
- Communicates events of the ministry to youth and families through the use of email, newsletter, website, social media and other means of communication.
- Ensures that all policies and procedures of NPC are followed.
- Recruits, trains and equips volunteer leadership for all Youth and Family Ministry programs.
- Provides weekly support for the Director of Children's Ministry in working with the King's Kids program on Wednesdays and leading King's Kids in the Director's absence.
- Seek regular opportunities for growth and professional development in coordination with the Sr. Pastor and NPC staff.

## Qualifications

- Christian Youth Leadership experience preferred. Established history of leadership in other areas may be considered.

- College Degree preferred. Specific experience in a related field may be considered a substitute for degree.
- Must be available for varied hours as needed for the job, i.e. Sunday morning, weekend and evening events.
- Must have a valid driver's license and either possess or be able to pass and willing to obtain a CDL (commercial driver's license) and be insurable.
- Must be able to pass a Level 2 background screening.
- Must provide 3 valid references.

### **Knowledge and Skills**

- Must have a solid foundation in Reformed theology.
- Must be an individual with a strong Christian faith who is spiritually mature, enthusiastic and able to take initiative but also must work in collaboration with pastors, staff and members of the congregation.
- Should be highly organized and effectively coordinate and complete multiple projects.
- Must have experience working with youth and their families as well as be sensitive to the needs of a diverse congregation.
- Should be able to engage those ages 11 years old through young adult, understand their age level needs and be able to develop relationships with them and their families.
- Must be able to lead Bible Study as well as leading in prayer with others.
- Should be able to communicate effectively and use social media platforms such as Twitter, Instagram and Facebook.
- Should be able to use tools such as Microsoft Office, Photoshop and Picmonkey.

### **Working conditions**

The director will be expected to be available on Sunday morning and at least two evenings during the week, (which includes Friday) as well as weekday hours as required and coordinated with the Pastor/Head of Staff. There will be occasional full weekend and week-long requirements.

### **Physical requirements**

As this job requires working with youth, it should be expected that the job will be somewhat physically demanding. The director will be expected to participate in leading indoor and outdoor games and activities with the youth.

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