



I N D E P E N D E N T
P R E S B Y T E R I A N C H U R C H

JOB DESCRIPTION

Position Title: Director of Youth Ministries

Status: Full Time

Reports To: Associate Pastor for Discipleship (Christian Education, "CE")

FLSA: Exempt

Supervises: Youth Ministry Support Staff, Youth Ministry Interns

IPC Youth Ministry Mission Statement

The IPC youth ministry exists to join in God's generous welcome of all types of people, to cultivate transforming environments for growing in the love of God, and to reflect Christ to one another and the world.

Independent Presbyterian Church ("IPC") in Birmingham, AL is a 2,300 member Presbyterian Church (USA) congregation. Located in the heart of a vibrant city in a diverse and historic neighborhood, IPC is known for a commitment to local and global missions, beautiful and uplifting worship, and excellent Christian Education.

The youth ministry at IPC draws from throughout the Birmingham area, and students are involved in a wide variety of ministries in the church and beyond. Core components of the youth ministry include Sunday night programs, Sunday morning classes, Wednesday night activities, regular opportunities for mission and service, and summer activities, including IPC's unique Bible Times Marketplace (vacation Bible school meets church camp), mission trips and an annual pilgrimage to the Montreat Youth Conference. Additionally, youth serve in many aspects of leadership in the congregation as Deacons, Elders and Advisory Delegates to ministry teams, acolytes in worship, members of the youth choir, and volunteer tutors.

The Director of Youth Ministry ("DYM") will be stepping in to an exciting time in the life of the congregation and the youth ministry. In 2016, IPC contracted with Ministry Architects, a consulting group working with churches to build innovative and

sustainable ministries, to broaden and deepen the youth ministry. Over the course of 2017, a team of volunteers and staff worked with Ministry Architects to craft a vision for the youth ministry and put in place the people and systems to support this vision. The mission statement above guides the youth ministry, and the youth ministry is understood to be a ministry of the entire congregation.

The DYM works as a member of the Christian Education staff, and the Youth Ministry is part of the larger Christian Education Ministry Team of the Session. An Executive Assistant for CE supports the Youth Ministry, and the Director of Youth Ministry will work closely with part time youth ministry staff, interns and volunteers. As is to be expected in youth ministry, the DYM will need to be available to work during times when youth are available to participate in the ministry- evenings, weekends and some holidays. Salary and benefits are competitive.

RESPONSIBILITIES/DUTIES:

The DYM will...

1. Manage multi-dimensional programs in the areas of fellowship, study, worship, recreation and service activities.
2. Lead the youth ministry in creative development of programs and initiatives to help the youth ministry achieve its mission.
3. Maintain and develop the core programming for youth on Wednesday nights, Sunday school, and Sunday nights and works with the clergy to lead the Confirmation program.
4. Work in collaboration with the Director of Communications as well as the CE staff to make sure information-about the youth ministry is effectively communicated to the youth, their families, the congregation, and the community.
5. Teach youth classes on Sunday mornings and Wednesday evenings on an as-needed basis.
6. Provide spiritual enrichment and direction to the youth staff and core volunteers.
7. Take initiative to provide targeted training, support, and troubleshooting for all youth staff and volunteers.
8. Lead weekly meetings with youth ministry staff and participate in CE department meetings, and weekly IPC staff meetings.
9. Get to know every participating youth, parent and volunteer.
10. Ensure the youth ministry regularly meets or exceeds its participation targets for scheduled youth ministry events.

11. Be visible at student events such as athletic and school performances, and make sure that volunteers and staff are also occasionally present, balancing the visits to the various schools represented at IPC.
12. Plan and present yearly budgets for each area of ministry and oversee expenditures.
13. Assist with the development and work of the Youth Grants Team in partnership with the IPC Foundation.
14. Participate in Presbytery and/or Synod activities related to youth ministry and to encourage volunteer involvement in these activities.
15. Transport youth in car or IPC van (valid driver's license required).
16. Ensure compliance with all IPC policies, including the Child and Youth Protection Policy.

EDUCATION, EXPERIENCE AND PERSONAL CHARACTERISTICS:

1. Undergraduate bachelor's degree at a minimum.
2. A mature personality and a system of beliefs compatible with IPC's theology, its approach to youth ministries, and the goals of this ministry.
3. Ability to lead an engaging relational ministry with youth and young adults, their families, and volunteers regardless of age, gender, affluence, or other characteristics, and willingness to serve as a role model and mentor to youth.
4. Ability to plan, organize, participate in and guide the youth programs.
5. Willingness to work in collaboration with the Christian Education department to provide faith formation for youth, their families and the adults involved in the youth ministry.
6. Ability to work with multi-person staff and volunteers, and to supervise seasonal interns and part-time staff.
7. Ability to recruit, equip and empower volunteers.
8. Excellent organization, time management, planning and goal setting skills.
9. Effective spoken and written communications skills.
10. Proficiency with Microsoft Office, Outlook, Google applications, PowerPoint, social media platforms including Facebook and Instagram.

PHYSICAL DEMANDS:

1. Physical stamina and ability to maintain a constant state of alertness to supervise and participate in indoor and outdoor activities with students in the youth ministry.

2. Kneeling, crouching, stooping, reaching, standing, sitting, ascending and descending stairs.
3. Visual acuity--close and distant vision, color vision, peripheral vision, depth perception, and ability to focus with or without correction.
4. Talking--expressing or exchanging ideas by means of the spoken word.
5. Hearing--perceiving the nature of sounds at normal speaking levels with or without correction.

Applicants will be required to complete IPC employment screening, which requires disclosure of any history of criminal activity and/or sex offense. Upon preliminary selection of a candidate, IPC will conduct a background check, reference checks, and a pre-employment drug screen.

This position description should not be construed to imply that these requirements are the exclusive standards of the position. The Director of Youth Ministries will follow any other instructions and perform any other related duties as may be required.

To apply, please send resume and cover letter to cejobs@ipc-usa.org by April 2, 2018.