MINISTER WITH YOUTH AND THEIR FAMILIES

Pullen Memorial Baptist Church

**Function:** To coordinate, supervise and minister to all aspects of church life that involve middle and high school students, and their families, furthering their Christian and spiritual formation through educational programs, worship experiences, retreats, community outreach, social activities, pastoral care and support services.

**Duties and Responsibilities:**

Plans and develops with youth and Youth Committee/Planning Team the educational programs to be offered to Pullen youth on Sunday morning, Wednesday evening and at other appropriate times.

Recruits, trains, organizes and supports volunteers to staff youth programs, while providing direct leadership as appropriate.

Represents and involves youth in the planning of church-wide programs and advocates for their inclusion.

Plans, coordinates and leads weekly gatherings, monthly events and annual trips which enhance educational programs and ministries with Pullen youth and their families, including special summer programming.

Provides support as children transition into the youth program and as youth transition out of the program.

Offers support to parents of youth in their parenting responsibilities. Explores and shares resources on effective parenting.

Provides timely communication of program plans and activities to parents and youth via newsletters, emails, and social media.

Provides coordination and leadership in securing adequate funds for the youth program including management of the allocated budget and consultation with the Finance Committee on fundraisers and solicitation of individual donations.

Assures, in coordination with Pastor and Associate Pastor, pastoral care of youth and their families during times of special need.

Maintains records as needed.

Hires, supervises and consults with the Youth Inclusion Specialist, when needed.

Performs other duties as assigned by the Associate Pastor.
**Relationships:** Is supervised by the Associate Pastor. Supervises Youth Inclusion Specialist and coordinates volunteers. May be designated by pastor as staff member on councils and committees and as liaison to coordinators. Staff member shall not have a vote on councils and committees. Works cooperatively with all other staff.

**Qualifications:** Graduation with a Bachelor's Degree from an accredited college or university, supplemented by theological training; at least three years of experience working with both middle school and high school youth; strong skills in communication, time management, organization, management of programs including program registration or an equivalent combination of education and experience. Prefer seminary degree and specialized training with conflict resolution, peer support counseling and/or behavior management.

**Selection:** The search committee shall be composed of five to ten members with at least one member from the Education Council, one member from the Personnel Committee and one youth member. The Associate Pastor shall be a member ex officio, without vote.

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July 2011  (revised)
August 2016  (revised)
November 17, 2020  (reformatted; revised & edited using versions fr August 2016 & website; added language to Relationships & Selection fr Bylaws amended 3/17/19)
December 21, 2020  (edits to correct verb tense)