

FIRST PRESBYTERIAN CHURCH

JOB TITLE: ASSISTANT PASTOR OF INTERGENERATIONAL MINISTRIES

Ministry Area: Youth and Young Families

Reports to: Senior Pastor

Interested Applicants Please Check Out Our Church's Webpage www.firstpres.com and e-mail resumes to howardg@firstpres.com

Prepared by: Personnel Committee

Approved by: Session

08/14/2023

Committee Approved: Personnel Committee Date: 08-02-2023

Full Time – 40hrs

Background Check Required

I. PURPOSE OF THE JOB (What are the end results or objectives of this position? Why does the job exist?)

With an emphasis on an intergenerational approach to ministry, provide discipleship and leadership to the family ministry staff and membership of First Pres including children, students, and their parents.

II. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES (What duties are required for the position to exist? Estimate the percentage of time spent in each.)

1. Supervise and equip Children's Director, Male Associate Youth Director, Female Associate Youth Director, Part Time Administrative Assistant, and Part Time College Director.
2. Coordinate the discipleship efforts and curriculum between children, youth, and young families so that our church is helping older youth pour into younger youth (for instance with the help of the Children's Director high school students now help with children's ministry on Wednesday nights).
3. Help lead and teach Young Adult Sunday School Classes (including Triple T, Upper Room, and Crossroads)
4. Help disciple parents by teaching Wednesday night classes as needed.
5. Serve on the preaching team (preaching an estimated 6-15 times a year).
6. Help lead Youth Committee recruiting parents and older adults to serve as volunteer leaders and mentors to our youth using the "Sticky Faith" concepts of the Fuller Youth Institute.
7. Help plan and attend all A&O Youth trips (i.e. ski trip, mission trips, etc).
8. Help plan and attend All Church Retreat as needed.
9. Help plan, recruit, and train volunteers for Vacation Bible School recruiting members from every generation to help make disciples of the next generation for the Kingdom of Christ.
10. Help coordinate teaching schedule for A&O Wednesday nights and Sunday morning Sunday school.
11. Help train and equip youth assistant directors as they teach Youth Sunday School and A&O Wednesday night gatherings.
12. Help mentor full-time assistant youth directors through the ordination process of ECO if the Lord leads them to seek ordination in ECO.
13. Perform weddings and funerals as needed.
14. Assist in worship services as needed.
15. Participate in ECO as needed.
16. Working with Part Time College Intern provide oversight of College/Young Career Ministries with an emphasis on equipping and personal discipleship for mission and ministry.
17. Guided by the Session's vision of Building Christ Centered Grace Filled Communities create and recreate same gender groups of three or four for discipleship.

18. Develop a spiritual mentoring/discipleship program for college and careers where older spiritually mature leaders of our church help mentor younger college and career attenders.
19. Schedule regular lunches and breakfasts with the parents of high school, middle school, and elementary age students to help ensure that young parents are fully integrated into the life of our church where they can use their gifts in ministry.
20. Participate in weekly staff chapel and staff meetings as well as staff retreats.
21. Participate in annual review process with supervisor.
22. Support the vision of the senior pastor and session as we try to make disciples of Jesus by becoming a missional intergenerational church where we build grace filled, Christ centered communities.
23. Other Duties as needed.

III. OTHER DUTIES AND RESPONSIBILITIES (Responsibilities/important duties performed occasionally or in addition to the essential duties of the position.)

Following model of Sticky Faith, help lead intergenerational activities like the All Church Retreat and VBS.

IV. KNOWLEDGE AND SKILLS (Indicate which are required, preferred, or desirable. Include licenses and certificates.)

1. Requirement: Called by the Lord to this ministry as a full-time vocation; someone who loves Jesus and values people over programs; who has a passion for discipleship and next generation ministries. One who is committed to making disciples of Jesus Christ both inside and outside the walls of First Presbyterian Church. This individual needs to come with training and experience as a leader over volunteers.
2. Ordained or Ordainable as Minister of Word and Sacrament within ECO (Covenant Order of Evangelical Presbyterians)
3. Undergraduate degree required.
4. Master's degree from an accredited theological seminary in biblical or theological studies.
5. Preferred: This person should have experience in working with each individual age group.

V. FISCAL RESPONSIBILITY (Budgeting responsibilities, approval privileges on check requests, reporting and auditing functions.)

1. Prepare and present the annual budget for Youth, College/Young Career, and Family and Adult Ministries with assistance of the Business Office.
2. Meet with Business Administrator quarterly to ensure all ministries are under budget.

VI. EXTENT OF PUBLIC CONTACT (Within and outside the church.)

This position is in contact with staff, elders, volunteers, parents, and other members and visitors of First Presbyterian Church.

VII. PHYSICAL DEMANDS (Walking, lifting, equipment, operation, etc.)

This job is 75% in the office and 25% out of the office. The 75% of the time in the office will primarily include time supervising staff, attending or leading worship on Sundays, participating in Wednesday night programming, teaching Sunday school, participating in weekly staff chapel and meetings, as well as monthly committee meetings. Majority of the time out of the office will be contact work or mission trips, retreats, etc. The work out of the office could present different physical demands (i.e. mission trips, retreats, etc.).

VIII. Requirements

1. Ordained or Ordainable in ECO
2. Youth Ministry Experience