

CHURCH OF THE SERVANT CRC
Grand Rapids, Michigan
BEING AND MAKING DISCIPLES

JOB DESCRIPTION

POSITION: Youth and Young Adult Director

STATUS: 30-Hour Salaried Position (\$28,000-\$30,000) with Benefits

REVISED: APRIL 2012

REPORTS TO: Minister of Faith Formation

POSITION SUMMARY: The Youth and Young Adult Director provides effective leadership, equips and enables the church to minister to its adolescent youth and young adults, and oversees the ministry to them and their families, as relevant, so that Church of the Servant can fulfill its commitment to “Being and Making Disciples.”

POSITION DESCRIPTION

The Youth and Young Adult Director (YYAD) is responsible for providing imaginative leadership and advocating for the church’s adolescent youth and young adults (up through the college-age population). The YYAD must understand and embrace the challenge of this population in the congregation to explore ever more deeply the meaning of belonging to Jesus and to the people of God. Working with and on behalf of the adolescent youth and young adults, the YYAD will help select curricula; teach and apply sound pedagogical theory to ensure effective learning; disciple young people; recruit and equip volunteers; provide logistical support; seek to intentionally integrate them into the life of the church in cooperation with the ministerial staff; serve as a resource to church leaders and parents on cultural trends and issues impacting young people and their families; and collaborate with the other COS ministers and staff teams to further ministry to this demographic and their families, where relevant, as it relates to outreach and evangelism.

QUALIFICATIONS

- Evidence of a deep love for Christ and the people of God.
- BA degree, seminary training preferred.
- Experience in working with youth and young adults.
- Passion for developing youth and young adult faith in Christ.
- Vision for helping create inclusive youth and young adult programs.
- Ability to organize, lead, encourage, and motivate.
- Ability to communicate well orally and in writing.
- Excellent relational skills for working with fellow staff members, volunteers, youth, young adults, and parents.
- Ability to establish goals and to evaluate whether they have been met.
- Is or will become a member of Church of the Servant.

DUTIES AND RESPONSIBILITIES

Program Development

- Supervise and enhance the church's ministry to adolescent youth and young adults through Sunday PM and Wednesday PM programming. [college-age programming times TBD]
- Serve as the church's minister to adolescent youth and young adults by providing counsel, building relationships, and discipling them.
- Actively support and assist families who request support or spiritual counsel.
- Intentionally encourage, challenge, and equip adolescent youth and young adults (recruiting parental support where applicable) to be involved in the life of the church, promoting intergenerational involvement.
- Organize, with the help of planning teams, off-campus activities: fun events, retreats, service projects, and annual mission trips.
- Coordinate fund-raising initiatives to help support the activities of adolescent youth and young adults.
- Strategically build relationships with the parents of adolescent youth and young adults.
- Explore with the Outreach Team and staff innovative ways to reach out to community youth (e.g., neighborhood picnic, VBS, etc.).
- Participate with the Senior Pastor and Minister of Faith Formation (MFF) in planning and coordinating the annual Catechism retreat for high school seniors.
- Work with the College Age Ministry Leadership team to plan and promote bimonthly Sunday meals with Ellen Westrate, along with other appropriate activities (e.g., Bible study, outings, retreats, etc.).
- Educate the ministry staff, Faith Formation Team (FFT), and Council on social and cultural trends impacting adolescent youth and young adults and their families, and recommend possible responses.
- Annually assess the effectiveness of existing programs and make any necessary recommendations to the MFF/FFT for consideration.
- Discern the Holy Spirit's leading for new ministry opportunities and provide leadership as to their potential contribution to COS's commitment to Being and Making Disciples.
- Adhere to Safe Church Policies and Procedures and annually review them, recommending changes to the MFF for approval by the FFT.

Communication

- Regularly and proactively communicate with adolescent youth and young adults, parents (when appropriate), volunteer leaders, and the congregation.
- Ensure that the Youth Ministry web page and social networking is up to date and active.
- Help organize the annual COS table at the Calvin College church fair during August student orientation.

Leadership Development

- Recruit, equip, and oversee other qualified adult mentors for ministry to adolescent youth and young adults.
- Recruit, equip, and encourage leaders: selecting appropriate youth ministry curriculum, providing resources, reserving meeting space, and appropriately using administrative support.
- Recruit and support the “Caring for College Students” program.

Professional Development and Networking

- With direction from the MFF/FFT, engage in appropriate professional continuing education opportunities especially related to adolescent youth, young adult, and family ministry.
- Participate in a local, regional, and/or denominational youth ministry professional network.
- Partner and collaborate with other local youth directors in combined church programming when appropriate.

Administration

- Work with administrative assistant on managing ministry details (e.g., mandated background checks on youth ministry volunteers, event planning logistics and registrations, and ordering supplies).
- Attend FFT meetings as requested.
- Deliver reports to Council as requested.
- Prepare, manage, and oversee the adolescent youth and young adult ministry portion of the church budget consistent with COS’s policies.

ACCOUNTABILITY

- Is responsible to the MFF and works alongside the FFT.
- Annual job performance evaluation by the Minister of Faith Formation and Minister of Administration, reported to the Human Resource Team and the chair of the Faith Formation Team.
- Adherence to policies in COS’s Staff Handbook.
- Mutual accountability among fellow staff members.

To express interest in this position, please send a letter and resume to Barb Doorlag at YYADSearch@coscrc.org by May 31, 2012.