

**PORT ROYAL BAPTIST CHURCH**  
**Job Description: Director of Youth Ministry**  
**(Part-Time Position)**

**Introduction**

The position of Director of Youth Ministry at Port Royal Baptist Church is a very important ministry available in and through our church. This position is responsible for the leadership and direction of the youth ministry (6<sup>th</sup> through 12<sup>th</sup> grade). It is currently a part-time (20 hours per week), support staff position.

**Position Description**

The Director of Youth Ministry will serve as primary administrator of the youth ministry of the church. He/She will be responsible for directing, mentoring, and supporting the youth while providing opportunities for their spiritual growth.

**Primary Functions**

The following is a **general list** of the **basic duties** of the Director of Youth Ministry.

- Develop a plan, with assistance from the Pastor and Youth Council, to include evangelism, discipleship, fellowship, worship and ministry for the youth of Port Royal Baptist Church and that helps the church fulfill its mission.
- Develop an annual youth ministry budget proposal and administer that budget as approved by the Finance Committee.
- Serve as leader to the Youth Council in planning all activities for youth.
- Seek to integrate students in the life of the church and explore new areas of involvement under the guidance of the Pastor and the Youth Council.
- Prepare an article for the monthly church newsletter, *The Evangel*.
- Assure that youth events are publicized in a timely manner through the Sunday bulletin and announcements, church newsletter and website, emails and other forms of communication.
- Continually evaluate the youth ministry of the church.
- Lead in conferences, camps, fellowships, and mission activities.
- Prepare and present a report at each quarterly business meeting concerning the youth ministry.
- Participate fully in the life and activities of the church.
- And other duties as assigned by the Pastor or his designee.

**Job Skills & Requirements**

In addition to passing a criminal background check as a condition of employment, the Director of Youth Ministry must:

- Practice and support Southern Baptist beliefs and principles as stated in the *Baptist Faith and Message (2000)*.
- Possess a minimum of a High School Diploma or GED.
- Possess experience working with youth (inside and/or outside of church activities).
- Possess effective communications skills (both oral and written).

- Demonstrate strong leadership and organizational skills.
- Be inclusive of all youth.
- Possess a valid driver's license that is in good standing.
- Possess the physical ability to participate in a variety of youth activities.
- Possess the interpersonal skills needed to relate to a diverse group of people such as pastoral staff, church leaders, members, youth and their parents.

Above all, the Director of Youth Ministry must believe that God has a purpose for him/her in this ministry. He/She must demonstrate a strong faith and commitment to Jesus Christ and be able to share his faith with the youth and congregation of the church.

**Supervisory Controls**

The Director of Youth Ministry is under the direct supervision of the church Pastor or his designee. He/She also relates to the Personnel Committee as prescribed in the church constitution and by-laws.

**I have read and received a copy of my job description.** I understand that I am expected to perform my duties as outlined above, and that if I have any questions concerning what is expected of me, I will speak with my immediate supervisor identified above.

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Employee Signature

Date

*Approved - Nov. 29, 2009*