

Youth Director Information and Application Packet

We are seeking a Youth Director for the youth of our congregation and community.

The First Presbyterian Church of Cheyenne, Wyoming, is located at 220 West 22nd St., just two blocks south of the Wyoming State Capitol building. Cheyenne is a city of 64,000 located at the intersection of I-25 and I-80. We are 90 miles from the heart of downtown Denver and enjoy being the northern anchor of the Rocky Mountain Front Range.

We are a Presbyterian Church (U.S.A.) congregation with 460 active members. We have a beautiful sanctuary in which we enjoy traditional worship.

We have an active Youth Program plus many opportunities for involving youth in our services including the annual youth worship service.

This position is open until filled.

To join our staff team and be a minister of the gospel applicants should submit a cover letter and resume to:

First Presbyterian Church
ATTN: Youth Director Search Committee
220 W. 22nd St.
Cheyenne, WY 82001
Or e-mail resume to churchoffice@firstprescheyenne.org

This packet includes:

- Church Mission, Vision, and Brief History
- Youth Director Search Imperatives
- Youth Director Position Description
- Summary of Responsibilities and Lines of Authority
- Ministries and Committees of First Presbyterian Church

FIRST PRESBYTERIAN CHURCH – CHEYENNE, WYOMING

Position Description:

Youth Director (Full Time)

Overall Function and Objective of the Position:

To lead the ministry of Jesus Christ to Junior and Senior High youth of our congregation by providing spiritual and program leadership in coordination with the Christian Education Ministry.

Qualifications:

Have a strong personal faith in Jesus Christ as Lord and Savior. Have experience working with youth. Have a Bachelor's degree in an area relevant to this ministry, i.e. (but not limited to), counseling, social work, youth ministry, religious studies, education, etc.

Accountability:

The Youth Director shall be accountable to the Session through the Christian Education Ministry and will be under the immediate supervision of the Associate Pastor. The Youth Director will meet with the Associate Pastor and Children's Ministry Director once a month.

Duties and Responsibilities:

The duties for this position shall include but not be limited to the following:

1. To serve as the staff person with overall responsibility for developing, implementing, and evaluating the programs and goals of our youth ministry in coordination with appropriate Ministries.
2. To select and/or develop curriculum in keeping with curriculum recommended by the PC(USA) and/or approved by the Session for our Junior and Senior High students.
3. To coordinate weekly youth group meetings for Junior and Senior High students.
4. To coordinate the weekly Sunday School program for Junior and Senior High students and weekly Bible Study for Senior High Students.
5. To work with the Christian Education Ministry to organize and coordinate special events for Junior and Senior High students.
6. To work with the Christian Education Ministry in establishing and sustaining a youth ministry team.
7. To meet with individual youth on a regular basis in compliance with the Child and Youth Protection Policy.
8. To work with the Christian Education Ministry and Mission Ministry to organize at least one youth mission trip each year.
9. To aid Children's Ministry Director when necessary to build continuity among the ministries.
10. Other duties as assigned.

Position Time Requirements:

This is a full-time position (minimum of 40 hours per week), five days per week. Sunday is considered a work day. Office hours are to be worked in the church and during church office hours (8:00 am – 4:30 pm) unless other arrangements are approved by the Head of Staff. The Youth Director has two days off per week which will be consistent each week. In the absence of the Head of Staff, the Associate Pastor will be responsible for approving alternative days off. This position will involve some evening and weekend activities.

Vacation / Sick Leave: In accordance with Personnel Policy guidelines.

Study Leave: One (1) week per year and a dollar amount to be determined by the budget and Head of Staff.

Salary and Evaluation:

Performance and salary shall be reviewed annually by the Associate Pastor in conjunction with the Head of Staff and the Personnel Ministry.

Termination:

This agreement between the Church and the Youth Director may be terminated at the option of either party without cause by written notice mailed or delivered to the other party at least 14 days prior to the date of termination.

Special Notes:

1. The Youth Director will have a genuine regard for Junior and Senior High youth, as well as the maturity and versatility to work well with a variety of people in a wide range of settings.
2. The Youth Director will have one (1) week study leave per year in order to pursue educational, personal, and spiritual growth opportunities that enhance his/her ministry.
3. The Youth Director will be a member of the Christian Education Ministry. He/she shall submit a monthly report of activities and attendance to the ministry.
4. Attend Session meetings as requested by the Christian Education Ministry to emphasize and explain special programs.
5. The Youth Director will attend staff meetings as directed.

Interpersonal Relationship Expectations:

- It is expected of each staff member to make every effort to be compatible with all other church staff members in all aspects of their ministry and interpersonal relationships.
- If there is a disagreement, it is expected that the persons involved will speak with one another in person and make every effort to resolve the problem in a loving and Christian manner and in accordance of the teachings of our Christian faith.
- If this step does not resolve the issue, it is expected they will meet with the Head of Staff or a member of the Personnel Ministry to work out a solution.
- If further resolution is needed, then the persons involved shall meet with the Personnel Ministry.
- It is expected that each member of the staff will have a copy of the personnel policy, will be familiar with it, and will sign the form that a copy has been received.

Youth Director Search Imperatives

Our Vision

As we share in ministry with the Youth Director, we want to build a consistent, ongoing Youth Program that:

- Assists us in the fulfillment of our baptismal vows to nurture our children in the Christian faith.
- Creatively helps youth to grow spiritually in this challenging, changing world.
- Encourages our youth to be nurtured and to find fellowship and growth in their church home.
- Leads youth to value and cherish their involvement in the life of this congregation and in the Presbyterian Church (U.S.A.), both in the present and in the future.
- Enables our youth to find support and friendship in our congregation and among themselves.
- Encourages youth to act on their faith to make the world around them a better place.
- Reaches out and ministers to other youth in the Cheyenne community.
- Grows and remains vital in numbers and in fellowship.

What We Would Like To See In A Youth Director

In respect to **Christian faith:**

- A deep personal faith in Jesus Christ.
- Belief in the Bible as the written word of God.
- A willingness to grow in spiritual maturity.
- The ability to convey her/his faith both verbally and in writing, and can present us with a one-page written statement of faith.
- A love for youth with a desire to help them grow in their faith in Jesus Christ.
- The ability to be a model of the Christian lifestyle for the youth.
- A willingness to support and participate in the worship and activities of this congregation.
- An understanding of, and a respect for, the theology of the Presbyterian Church (U.S.A.) with a willingness to abide by its polity.

In respect to **personality qualities:**

- An outgoing and energetic style of relating to people.
- An understanding of and ability to relate to the perspective of youth.
- Personal maturity, dedication, reliability, and perseverance.
- Adaptability to a variety of situations, perspectives, and persons.
- Leadership skills with the ability to work in collaboration with others.
- An enjoyment of music and an appreciation of the music of youth culture.

- A willingness to take advantage of continuing education classes, events, and professional development opportunities.
- Willingness to work as a team member for the successful ministry of the Church.
- Self-motivation and (last but not least!)
- A sense of humor.

In respect to **skills:**

- An ability to communicate well.
- An ability to speak in front of groups of people.
- An ability to organize and coordinate projects, programs, trips, and activities to ensure successful completion.
- An ability to execute programs in a timely manner.
- An ability to apply a working knowledge of youth development in regards to physical, emotional, and spiritual growth.

In respect to **education and experience:**

- A bachelor's degree.
- Experience in youth work.

The Christian Education Staff of First Presbyterian Church

Summary of Responsibilities and Lines of Authority

We have a full-time Children's Ministry Director who works with our Christian Education Ministry and has responsibilities for children birth through sixth grade. She coordinates Sunday School, Vacation Bible School, and other special events for children. The Children's Ministry Director reports directly to the Associate Pastor then to the Head of Staff.

We have a full-time Associate Pastor who works with our Christian Education Ministry. A portion of her responsibilities includes pastoral oversight over all of the Christian Education programs with an emphasis on young adults and adult ministry. The Associate Pastor reports directly to the Head of Staff.

We expect the Youth Director's focus to be solely on the Junior High and Senior High youth. The Youth Director will also work with the Christian Education Ministry. The Youth Director reports directly to the Associate Pastor then to the Head of Staff.

At times the various Christian Education programs will require coordination of dates, time, and space with the other ministries of the church.

Opportunities may arise for joint efforts amongst the various staff and ministries for special programs.