



Director of Youth and Family Ministries Northwood Presbyterian Church

Updated February 2024

Job purpose

Lead the youth of our church toward spiritual growth, fulfillment and purpose. The Full-time and/or Part-Time Director of Youth and Family Ministries is the primary person responsible for programs and ministry to youth and their families at Northwood Presbyterian Church. The director will provide direct oversight of these ministries.

In all things, the director is called to be an example of Christ's love to the youth and families of Northwood Presbyterian Church (NPC) and to guide them on their faith journey.

What is Citylight?

Citylight is NPC's student ministry for youth and young adults. Our mission is to transform youth into lifelong disciples of Christ; our purpose is to reach out to our local community and provide middle schoolers (6th-8th graders) and high schoolers (9th-12th graders) with the knowledge, skills, and values that are necessary in order to make new disciples of Jesus Christ who will reflect His light for the world to see.

"Go and make disciples of all the nations,
baptizing them in the name of the Father and the Son and the Holy Spirit Teach these new
disciples to obey all the commands I have given you. And be sure of this: I am with you always,
even to the end of the age." (Matthew 28:19-20)

In accordance with our mission and purpose, Citylight provides a robust, fulfilling and fun program for the youth in our church and in the surrounding community.

Duties and responsibilities

- Meet regularly with the Senior Pastor and NPC staff to insure coordination of program with other activities, church calendar, and to insure guidance of established policies and procedures for carrying out ministry at Northwood.
- Work with the Youth and Family Ministry team to develop and implement activities of this ministry in teaching Sunday School, Bible Studies, leading City Night and other game and fellowship events.
- Coordinates the schedule of youth and family events and activities with the other ministries at NPC.
- Attend weekly meetings of church staff, monthly meetings of the Youth and Family Ministry Committee and periodically attend meetings of the Christian Education Committee, (minimum 3 times per year).
- Select curriculum for all youth educational opportunities, which are then approved by the Youth and Family Ministry Team in coordination with the Senior Pastor.
- Make use of Christian Education resources to create impactful Biblical lessons that are easy for youth to understand.
- Communicate events of the ministry to youth and families through the use of email, newsletter, website, social media and other means of communication. Reach out personally to youth who may be interested but not attending.
- Ensure that all policies and procedures of NPC are followed.
- Develop strategies to grow participation in the youth programs, with a goal of returning them to pre-pandemic levels.
- Network with church leaders, parents, families and other organizations including Boy Scouts and Girl Scouts to develop the infrastructure for a larger and vibrant Youth and Family Ministry program.
- Provide weekly support for the Director of Children's Ministry in working with the King's Kids program on Wednesdays. Lead King's Kids in the Director's absence.

- Should join at least one regular Sunday worship service per week, sitting with young people who are present. Explore opportunities with the Senior Pastor to be involved in worship and music participation as a staff member and with youth.
- Meet regularly (at least once every two weeks) with the Senior Pastor to discuss progress on Youth and Family Ministry goals, progress and upcoming programs.
- Participate in an annual evaluation process with the Senior Pastor.

Qualifications

- Christian Youth Leadership experience preferred. Established history of leadership in other areas may be considered.
 - College Degree preferred. Specific experience in a related field may be considered a substitute for degree.
 - Must be available for varied hours as needed for the job, i.e. Sunday morning, weekend and evening events, Friday game nights and more. Must consult regularly with the Senior Pastor, who decides which events require the presence of the Youth and Families Director.
 - Must have a valid driver's license and willing to drive the church van as needed and be insurable.
 - Must be able to pass a Level 2 background screening.
 - Must provide 3 valid references.

Knowledge and Skills

- Must have a solid foundation in Reformed theology.
- Must be an individual with a strong Christian faith who is spiritually mature, enthusiastic and able to take initiative, while also working in collaboration with pastors, staff and members of the congregation.
- Should be highly organized and adept at coordinating and completing multiple projects.
- Must have experience working with youth and their families
- Must be sensitive to the needs of a diverse congregation.
- Should be able to engage those ages 11 years old through young adult, understand their age level needs and be able to develop relationships with them and their families.
- Must be able to lead Bible Study as well as leading in prayer with others.
- Should be able to communicate effectively and use social media platforms such as Twitter, Instagram, Facebook and others.
- Must be able to use or learn tools such as Microsoft Office, Photoshop and others as needed.

Working conditions

The director must be available on Sunday morning and at least two evenings during the week, (which includes Friday) as well as weekday hours as required and coordinated with the Pastor/Head of Staff. There will be occasional full weekend and week-long requirements.

Physical requirements

As this job requires working with youth, it should be expected that the job will be somewhat physically demanding. The director will be expected to participate in leading indoor and outdoor games and activities with the youth.

Full-Time/Part-Time

Northwood is open to discuss the opportunity of the position being Full-Time or Part-Time depending on the experience of the candidate and the hours available for the position and the needs of the church.