

Westminster Presbyterian Church
Job Description
Acting Director of Youth Ministry
Part-Time (20-25 hours/week, Non-Exempt)

Reports To

Associate Pastor for Spiritual Growth

Overall Responsibility

Provide leadership and direction for the youth ministry program (grades 6-12), focusing on spiritual formation, discipleship, and relational connections. Help youth discover God's love in Jesus Christ and encourage their participation in the church's mission of knowing Christ and making Christ known.

Key Tasks and Responsibilities

- **Leadership & Collaboration:** Collaborate with the Youth Vision Team, volunteers, and church staff to support youth programs. Recruit and equip adult leaders for activities. Partner with parents through communication and resources to aid spiritual development.
- **Discipleship & Spiritual Formation:** Plan and lead weekly youth group meetings on Sunday nights, including teaching, worship, and community-building. This person would teach youth group one to two times per month with volunteers teaching the remaining Sundays. Organize occasional retreats or small groups for spiritual growth. Support the youth confirmation program with curriculum and mentors.
- **Relational Ministry:** Build meaningful relationships with middle and high school youth. Provide spiritual care and guidance. Attend school or community events to connect with youth.
- **Administration & Communication:** Provide logistical support for and work alongside volunteers. Maintain a ministry calendar for events and programs. Use email, social media, and digital tools for updates and outreach. Handle basic administrative tasks like rosters and mailings.

Skills and Attributes

- Deep love for Jesus, the Church, and mentoring youth.
- Strong verbal and written communication skills.
- Ability to engage theologically with youth.
- Support for and good working knowledge of the mission and Guideposts of Westminster.
- Proficiency in Microsoft Office; social media and Canva a plus.
- Collaborative team player.

Education and Experience

- Bachelor's degree required; related field preferred.
- Relevant ministry experience preferred but not required.

Top Priorities for This Position

Provide continuity for youth ministry in this time of transition by:

1. Regularly be present for and/or lead youth group on Sunday nights: Plan and facilitate weekly gatherings focused on teaching, worship, and community-building to foster spiritual growth.
2. Build relational connections: Cultivate meaningful relationships with youth through personal interactions, attending events, and providing spiritual guidance to youth and families.

To apply, please upload a cover letter and résumé through [this link](#).

The hiring committee will review all submitted materials.

Compensation

\$22-24/hour