



7132 Portland Avenue South – Richfield, MN 55423

POSITION DESCRIPTION

Director of Youth + Family Ministries (20 Hours)

OR

Associate Pastor and Director of Youth + Family Ministries (40 Hours)

Purpose

The Associate Pastor / Director of Youth & Family Ministries provides leadership, vision, pastoral care, and relational investment for the church's ministry with middle school and high school students and their families.

At 20 hours per week, the primary responsibility of this role is to direct and develop the church's youth ministry, creating environments where students encounter Jesus, grow in faith, develop meaningful relationships, and learn to live as disciples of Jesus.

The position may expand to 40 hours per week. In the expanded role, an additional 20 hours would be dedicated to worship leadership and pastoral ministry, allowing the position to function more fully as an associate pastor and contribute to the broader spiritual life of the congregation.

The ideal candidate is a relational pastor and ministry leader who can build trust with students, equip adult leaders, partner with parents, collaborate with staff, and help the church cultivate a vibrant culture of discipleship across generations.

Characteristics and Qualifications

1. A mature and growing relationship with Jesus Christ.
2. Alignment with the theology, mission, and values of ECO (Covenant Order of Evangelical Presbyterians).
3. Demonstrated ability to build authentic relationships with teenagers and adults.
4. Experience leading or developing youth ministry.
5. Strong communication and organizational skills.
6. Ability to recruit, equip, and encourage volunteers.
7. Ability to work collaboratively as part of a pastoral/staff team.
8. Commitment to appropriate child and youth safety practices.

For 40 Hours Per Week

9. Seminary or theological education.

10. Ordination in ECO or within a transferrable denomination.
11. Experience serving in a pastoral role.
12. Experience preaching or leading worship.
13. Experience providing pastoral care.
14. Experience developing ministry leaders and discipleship systems

Roles and Responsibilities — 20 Hours/Week

1. Youth Ministry Leadership - Provide overall leadership and direction for the church's middle school and high school ministries.
 - Develop and implement a clear vision and ministry strategy for youth ministry.
 - Plan and lead regular youth gatherings, discipleship opportunities, retreats, service experiences, summer teaching during youth weeks at Hope Shores, and special events.
 - Create environments where students feel known, welcomed, challenged, and encouraged in their relationship with Jesus.
 - Develop age-appropriate opportunities for worship, teaching, prayer, community, service, and spiritual formation.
 - Evaluate youth ministry programs regularly and make adjustments based on student and family needs.
 - Maintain appropriate policies and practices for student safety and ministry compliance.
 - Stay current with cultural trends and issues affecting teenagers and help the church respond thoughtfully and pastorally.
2. Volunteer Leadership & Development - Recruit, equip, encourage, and shepherd adult volunteers who serve with students.
 - Recruit and onboard youth ministry volunteers.
 - Establish clear expectations, roles, and rhythms for volunteer leaders.
 - Provide ongoing training and encouragement.
 - Build a healthy volunteer culture centered on discipleship rather than simply program execution.
 - Develop leaders who can form meaningful, long-term relationships with students.
 - Identify and develop emerging leaders within the youth ministry.
3. Student Discipleship & Pastoral Care - Develop relational ministry with students and provide appropriate pastoral care.
 - Build intentional relationships with students.
 - Encourage students in their faith, questions, doubts, and spiritual growth.
 - Provide pastoral care and prayer for students and families as appropriate.
 - Help students identify and use their gifts in the life of the church.
 - Create opportunities for students to serve both inside and outside the church.
 - Partner with parents when students experience significant spiritual, relational, or life challenges.
 - Help students transition successfully between children's, youth, and young adult ministries.

4. Family Partnership - Help parents become confident and supported in their role as the primary spiritual influencers in their children's lives.
 - Develop strong relationships with parents of youth.
 - Communicate regularly about youth ministry opportunities, expectations, and upcoming events.
 - Provide resources and encouragement for parents navigating adolescence.
 - Create opportunities for families to connect with one another.
 - Partner with parents during significant transitions or pastoral situations.
 - Collaborate with children's and family ministry leaders to create a cohesive ministry pathway from childhood through young adulthood.
5. Collaboration & Churchwide Ministry
 - Participate in staff meetings and churchwide planning.
 - Collaborate with other ministry leaders to create an integrated discipleship strategy.
 - Participate in worship services and other congregational gatherings as appropriate.
 - Contribute to the church's overall vision, culture, and ministry priorities.
 - Help create a culture in which students are integrated into the larger life of the congregation rather than functioning as a ministry silo.

Expanded Roles and Responsibilities — 40 Hours/Week

When the position expands to 40 hours/week, the additional time would broaden the role from youth ministry leadership into a more comprehensive Associate Pastor position.

6. Worship Leadership - Provide leadership and support for the church's worship ministry. Responsibilities may include:
 - Participate regularly in Sunday worship leadership.
 - Preach or teach periodically as gifted and assigned.
 - Lead prayers, Scripture readings, communion, baptisms, announcements, or other elements of worship.
 - Work with the worship team to help develop meaningful and theologically grounded worship experiences.
 - Assist with worship planning and service preparation.
 - Help develop worship leaders and other volunteers.
 - Contribute to the church's broader worship culture and vision.
 - Participate in special services such as Christmas, Holy Week, Easter, baptisms, confirmations, and other congregational events.
7. Pastoral Ministry - Provide pastoral care and ministry leadership across the congregation. Responsibilities may include:
 - Provide pastoral care to individuals and families.
 - Visit members in hospitals, care facilities, or homes as appropriate.
 - Lead or participate in funerals, weddings, baptisms, communion, and other pastoral ministries.
 - Provide prayer and spiritual support during significant life transitions.
 - Develop relationships with members across generations.
 - Participate in pastoral visitation and care systems.
 - Assist the Senior Pastor with congregational care and shepherding.

- Teach adult education, small groups, or other discipleship environments as appropriate.
- Help identify pastoral needs within the congregation and connect people with appropriate resources.

8. Associate Pastoral Leadership - As part of the pastoral staff, the Associate Pastor will:

- Support and advance the church's mission, vision, and values.
- Serve as a trusted pastoral presence within the congregation.
- Participate in staff and pastoral leadership meetings.
- Represent the church in community and denominational settings as appropriate.
- Assist the Senior Pastor with churchwide initiatives and special projects.
- Contribute theological and pastoral perspective to church leadership.
- Step into broader pastoral leadership responsibilities as needed.

9. Support for Men's Ministry

- Provide staff partnership and pastoral support to the Men's Ministry Team.
- Help the team develop and implement gatherings, groups, studies, service opportunities, and other ministry initiatives.
- Encourage connection and discipleship among men across generations and life stages.
- Help identify and cultivate leaders within the men's ministry.
- Support communication, planning, and follow-up for men's ministry initiatives.

Key Outcomes for the Role

Success in this position would be reflected in:

Students

- Students are increasingly engaged in the life of the church.
- Students are growing in their understanding and practice of following Jesus.
- Students experience meaningful relationships with trusted Christian adults.
- Students are increasingly serving and contributing to the life of the church.

Leaders

- Youth ministry has a healthy, committed, and growing volunteer team.
- Volunteers are equipped and cared for rather than simply scheduled.
- New leaders are continually being recruited and developed.

Families

- Parents experience the church as a partner in discipling their teenagers.
- Communication with families is clear, consistent, and relational.
- Families increasingly participate in the broader life of the congregation.

Church

- Youth ministry is integrated into the overall discipleship strategy of the church.
- Students are viewed as full participants in the church rather than simply recipients of a program.
- The expanded role contributes meaningfully to worship and congregational pastoral care.

Reporting Relationship

The Associate Pastor/ Director of Youth Ministry reports to the Executive Director of Next Gen and works collaboratively with Next Gen staff, worship staff, pastors and other ministry staff. This position serves on the Servant Leadership Team (SLT). For the 40-hour role, primary supervision remains with Executive Director of Next Gen, with a direct reporting/mentorship line to the Lead Pastor for pastoral and worship leadership.

This position may be structured at 20 hours or 40 hours per week.

20-Hour vs. 40-Hour Role

	20 Hours	40 Hours
Youth Ministry	Primary responsibility	Primary responsibility
Family Ministry	Significant	Significant
Student Discipleship	Significant	Significant
Volunteer Development	Significant	Significant
Worship Leadership	Limited/occasional	Major responsibility
Preaching/Teaching	Youth/families	Regular opportunity
Pastoral Care	Youth/families	Congregation-wide
Weddings/Funerals/Baptisms	As appropriate	Regular participation
Staff/Leadership	Youth-focused	Broader pastoral leadership
Churchwide Ministry	As available	Significant