**Ministry Director for Youth and Their Families**

**Christian Education**

### Job Description

**JOB SUMMARY**

First Presbyterian Church of San Antonio (FPC) is a vibrant community of faith in Jesus Christ. Founded in 1846, the congregation has been one of compassion, vision, and hope for the city for 175 years. The strength of our history gives FPC the experience and resources we need to follow Christ boldly into our future.  The gospel never changes, but our words and actions are carefully crafted to communicate the good news of God’s Kingdom to each new generation.

First Presbyterian Church believes our call is not just to believe in Jesus but to serve as living examples of God’s presence and grace in the world. We exist to grow disciples, connect communities and serve the world. Through worship, community and service experience, we are living-out our mission to make disciples who **Love Jesus Christ, Love One Another and Love the City.**

FPC believes that working and serving in the church is a divine calling for God’s glory and His people’s good. The church helps each employee develop his or her gifts by establishing a healthy ministry environment that supports and equips people for servant- leadership. The role of the church staff is to mobilize and support God’s people for God’s mission.

First Presbyterian Church provides great work atmosphere and a friendly, professional environment. The church values each employee and treats each employee with honor, respect and dignity.

FPC does not discriminate based on age, race, skin color, national origin, gender, marital status, disability, or pregnancy under the laws applicable to the Church. As a religious organization, the law allows the Church to discriminate based on religion and religious beliefs, and it does so.

All employees must agree with and abide by FPC’s Statement of Faith. It can be found at [www.fpcsanantonio.org](http://www.fpcsanantonio.org).

The Christian Education Ministry of First Presbyterian Church seeks to support and enrich the education of people of all ages (children, youth and adults) in their knowledge of Scripture and their love for Christ. The Ministry Director for Youth and their Families is part of the Christian Education team with a specific dedication to the education and edification of youth and their families. Through teaching, fellowship, encouragement, and engagement, the Ministry Director for Youth and their Families will holistically involve the entire family in ministry as they seek to make disciples and empower parents to teach and lead their students at home.

The Associate Pastor for Christian Education supervises the Ministry Director for Youth and their Families in the performance of his/her duties at First Presbyterian Church. The Ministry Director for Youth and their Families is responsible for providing a loving, nurturing, and safe environment for youth students (grades 6-12) and their families to grow in the knowledge and love of Jesus Christ.

The Ministry Director for Youth and their Families will be expected to support the ministries of the Church in a spirit of teamwork and offer his or her time, skills, and gifts as they apply to the ongoing welfare, ministry, and edification of the Church.

The Ministry Director for Youth and their Families is a full-time position that works 40 hours per week and is classified as an exempt position. Hours may be flexible. This position does qualify for healthcare and retirement savings benefits, as well as Paid Time Off (PTO).

## SPIRITUAL AND PERSONAL QUALIFICATIONS

* Maintains a life of personal and spiritual development and accountability, modeling as an active member of First Presbyterian Church
* Refrains from any social or private behavior considered or interpreted as unbecoming a Christian and a devoted follower of Christ.
* Exemplifies the utmost integrity and demonstrates character that is “above reproach.”
* Strikes an appropriate balance between ministry requirements and family life.

## RELATIONSHIP TO THE CHURCH, PASTOR, AND STAFF

* Practices a philosophy of following pastoral leadership and related committee/session leadership.
* Demonstrates loyalty to the Church, Senior Pastor, and their Supervisor(s).
* Demonstrates a desire and ability to help make other staff successful.
* Relates well to others on a professional and personal level.
* Maintains the highest level of confidentiality.

## MINIMUM SKILLS AND QUALIFICATIONS

* Bachelor’s degree or equivalent specialty training in a related ministry or relational field.
* A love and desire to work with middle and high school students and a longing for their personal growth in a relationship with Jesus Christ. To include affirmation of infant baptism and implementation of youth confirmation program.
* Ability to engage students, parents, and volunteers alike with an understanding of and commitment to multigenerational, family-based ministry.
* Oral and written communication skills and abilities to interact with the public.
* Ability to work with computer-based administrative systems.
* Ability to organize multiple tasks and complex projects, often simultaneously.
* Desire to serve others and the ability to be a team player.
* Ability to manage and lead others.
* Creative problem solver with a teachable spirit.

**DESIRABLE SKILLS**

* Ability to physically engage in activities with students (indoor and outdoor).
* Ability to work evenings and weekends to engage in student activities outside of church.
* Experience working in a large, multi-staff church setting.
* A familiarity with the ECO denomination and willingness to affirm its tenets of faith.

## STAFF ACCOUNTABILITY

* Demonstrates an attitude of professional excellence in working with each ministry area.
* Creates and maintains a work environment consistent with the Church’s culture.
* Exemplifies a positive, “can-do” attitude.
* Participates in weekly staff meetings.
* Understands that our staff works together as one for the health of the whole Body of Christ, for the glory of God, and for the unity of our staff.
* Performs other duties as assigned by the Associate Pastor for Christian Education.

**PRIMARY RESPONSIBILITIES**

* Model an authentic Christian lifestyle for youth and their families.
* Engage and pursue middle school and high school students in their everyday lives.
* Implement a comprehensive program for youth that invites young people into a relationship with Jesus Christ and continued growth in faithful discipleship. This includes Sunday School, Confirmation, mission/outreach projects, small groups, Bible studies, trips, retreats, and conferences.
* Grow the Youth Ministry in participation, enthusiasm, and excellence.
* Regularly teach and lead students, parents, and volunteers in various settings.
* Train, support, and encourage a team of adult leaders to invest in youth ministry.
* Empower and equip the Assistant Director to Youth and their Families: invest in their training, encourage them to actively build relationships with students at church and wherever they spend time.
* Oversee the planning, implementation and evaluation of all youth ministries/programs.
* Provide resources, support and assistance to parents and encourage family participation in youth activities.
* Work with the administrative assistant to publicize programs of middle and high school ministry, giving content for the webpage, Facebook and other social media.
* Oversee and prepare the Youth Ministry budget in a timely manner, maintaining a balanced budget.
* Attend weekly staff meetings and monthly Youth Committee meetings.
* Collaborate with other ministry areas in intergenerational programming.
* Other duties as assigned by supervisor(s).

**COMPENSATION**

This position is eligible for a competitive salary and generous fringe benefits as described in the Employee Handbook.

**Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Accepted by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Conditions of Employment**

Your employment is subject to the Church policies outlined in the First Presbyterian Church Employee Handbook. Your signature below acknowledges your receipt of a copy of the current First Presbyterian Church’s Employee Handbook and Statement of Faith. Your signature demonstrates your agreement with the Statement of Faith and your agreement to follow it as long as you are employed with First Presbyterian Church. You also acknowledge that your employment is on an at-will basis, meaning that your employment may be terminated at any time and for any reason and at the Church’s sole discretion.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To apply for openings, all interested candidates should submit cover letter, resume, and completed writable PDF job application to [janets@fpcsat.org](mailto:janets@fpcsat.org).