

JOB DESCRIPTION: This position is open to both non-clergy and clergy

JOB TITLE Youth & Family Associate	NAME OF PERSON CURRENTLY FILLING POSITION	<input type="checkbox"/> CLERGY or <input checked="" type="checkbox"/> NON-CLERGY
HIRE DATE	<input checked="" type="checkbox"/> part-time: 15-20 hours <input type="checkbox"/> full-time	UPDATED: 03/13/2018
REPORTS TO Name: Rev. John Romig Title: Senior Pastor		
VACATION/YEAR None until after one year	SALARY or HOURLY:	SALARY \$
PURPOSE: The Youth & Family Associate oversees GRCC's ministry to youth and their families as a part of the GRCC ministry team.		
ESSENTIAL DUTIES Under the direction of the Senior Pastor, the Youth Ministry Associate will work with clergy, staff and church leadership to plan, resource, implement and coordinate the following: a. Provide program direction (planning, organization and implementation) for Sunday School and Youth Groups. b. Work closely with pastoral staff and Sunday school team regarding curriculum, programming and teachers. c. Recruit Sunday school teachers and provide opportunities for teacher training. d. Facilitate communication with children and families involved in youth ministry using current and relevant multi-media channels. e. Support & administrate the Nursery Director and Sunday school teachers during worship services. f. Coordinate with pastoral staff for special Sundays which include youth and or teacher recognition. g. Creatively and collaboratively support and plan with the Worship Team involving youth h. Coordinate with staff on special youth ministry opportunities such as GRCC's Music Camp or community Vacation Bible School. i. Support and administrate GRCC's Christian Education (aka Sunday School) Team. j. Attend continuing education opportunities. k. Attend church board and cabinet meetings as needed and provide written monthly report. l. Participate in Sunday morning worship leadership as needed. m. Manage and update the youth ministry Facebook page and Instagram account. n. Stay knowledgeable of current trends in youth and family culture locally and in the larger church. o. Assist the staff and volunteers in using promotional media channels as necessary.		
Additional Responsibilities & Description: a. Coordinate with pastoral staff, youth group leaders and members to edify and support three youth groups: Genesis (grades 3-5), Chi Rho (grades 6-8) and CYF (grades 9-12). b. Encourage and affirm youth on their activities both inside and outside the church. c. Conduct timely team gatherings to develop short and long-term programming of the Genesis, Chi-Rho and CYF groups. d. Strive to create and maintain a culture in which youth and families see church holistically, elements including worship, education, fellowship, service, and intergenerational relationships. e. Recruit, train and support the volunteer youth group leaders to resource and implement regular programs and special events. f. Research activities and programming for possibly developing a Kindergarten through 2 nd grade youth group. g. Observe the needs of youth and families in the church and community and work with them to develop programs/groups as needed. h. Provide leadership during youth group events as well as any additional events that may be developed in the future (weekly basis as needed). i. Coordinate the promotion and marketing of youth ministry activities to current and visiting youth and families (weekly). j. Plan youth retreats and activities, including summer camps, mid-winters and general assemblies, with the District and Regional expressions of the Disciples of Christ and the Canal Winchester & Lithopolis Ministerial Association members.		

- k. Look for opportunities to partner and foster relationships with ministry organizations both inside and outside the church.
- l. Assist with Chi Rho and CYF summer mission trips (spring planning & summer trip – attendance on mission trip not mandatory).
- m. Update Church Windows with current youth demographics.
- n. Assist with the enforcement GRCC’s Child Protection Policy.

MINIMUM REQUIREMENTS:

- a. This position is open to both ordained and non-clergy applicants. It is not a requirement to be ordained.
- b. Maintain time for personal Bible and Spiritual devotion.
- c. As a part-time employee of the church, the Youth and Family Associate will be available throughout the week during agreed upon hours for planning and consultation in matters related to the job description. The use of technology will enable telecommuting (working remotely) and communication with staff, volunteers and youth members as effective and appropriate.
- d. Sunday morning attendance (8:00 am through at least 12:00 minimum) is necessary for the support of Christian Education and youth ministry programming. Attendance at different youth group events is expected.
- e. The Youth & Family Associate must submit and pass a criminal background check and Regional Church Office screening.
- f. Proficient in computer programs: Word, Excel, Publisher, and social media platforms: Instagram, snapchat, Facebook, Twitter. Willingness and ability to learn: Church Windows, EasyWorship.
- g. Use of a smart mobile device for texting, and communication apps like GroupMe, Remind etc.
- h. Heart for ministry and the values, mission, vision and culture of Gender Road Christian Church.
- i. Flexible and comfortable in a dynamic, changing environment; able to accommodate the varying schedules of the ministerial staff.
- j. Ability to work both independently and in a team environment, always with a servant heart.
- k. Excellent communication skills, including proper grammar, spelling, and punctuation, as well as superior telephone etiquette.
- l. Demonstrated effective interpersonal skills in sensitive and confidential situations.
- m. Ability to prioritize work within a multi-tasking environment, maintaining task deadlines and due dates.
- n. Proven attention to detail and superior coordination skills.
- o. Proven ability to make smart and timely decisions, anticipate next steps, take initiative, exercise discretion and sound judgment, work collaboratively with all levels of the church, and see issues through to resolution.
- p. Ability to conduct him/herself in a professional manner at all times and maintain confidentiality in all church and congregational matters.

I have reviewed and determined that this job description accurately reflects the position.

Sr. Pastor or Personnel Rep signature Date

Employee signature Date

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