

First Presbyterian Church of Allentown

Position Description

TITLE: DIRECTOR OF HIGH SCHOOL, COLLEGE, AND YOUNG ADULT MINISTRY

JOB CODE: PS FT EX

REPORTS TO: ASSOCIATE PASTOR FOR SPIRITUAL FORMATION

INCUMBENT: None

JOB SUMMARY: To direct, lead, and oversee the church's ministry and outreach to

- 1.) 9th-12th graders (70% of the job)
- 2.) College students (particularly, but not limited to, Muhlenberg College and Cedar Crest College), and (20% of the job)
- 3.) Young Adults (single without children) (10% of the job)

QUALIFICATIONS / CHARACTERISTICS: Since the Director of High School, College and Young Adult Ministry plays a major role in the spiritual and missional development of younger generations, both inside and outside the church, FPC seeks a leader who has a solid understanding of the foundations of the Christian faith, the Reformed theological tradition, and someone who has a strong desire to nurture younger generations in the way of Jesus Christ. We seek a person who generates new ideas and ministry initiatives as well as someone who values a team concept of ministry. Therefore the following qualifications are desirable.

1. A love of youth and young adults, and a love of Jesus Christ.
2. At least a B.A. degree from an accredited four-year institution.
3. An expert in youth and postmodern culture.
4. Able to inspire, recruit, and equip volunteer leaders for ministry.
5. A strong communicator.
6. Good organizational skills.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *include the following...*

HIGH SCHOOL MINISTRY

- Work with current youth ministry initiatives, programs, and models while at the same time – in conjunction with the AP for Spiritual Formation – bring a creative element for new opportunities and strategies for ministry with 9th-12th graders.
- Oversee the recruiting, training, and equipping of volunteer youth workers.
- In conjunction with the Christian Education committee and the Youth Council, create and implement the content of Sunday morning, Sunday night, retreat, and mission opportunities throughout the year.
- Oversee the recruiting, training, and equipping of Sunday School teachers for Sunday morning educational/formation opportunities for 9th-12th graders.
- Create, implement, and oversee a small group ministry for 9th-12th graders.
- Meet young people on their turf – games, schools, work, bands, etc.

- Plan fellowship events, mission trips, retreats, and other opportunities to engage 9th-12th graders in spiritual and missional formation.
- Occasionally assist in worship at the direction of the Pastor.

College Ministry

- Have a presence through ministry initiatives and mission on local college campuses; primarily Muhlenberg College and Cedar Crest College.
- Develop partnership with ministry or religious life offices of local colleges.
- Oversee the content and distribution of our *College Connection* newsletter to members and friends of FPC at colleges throughout the country/world.
- Create a summertime ministry for college students who are on break including mission and spiritual formation opportunities.

Young Adult Ministry

- Design, create, and implement ministry and mission opportunities for singles under the age of 30 in the life of our congregation.

OTHER MAJOR DUTIES AND RESPONSIBILITIES:

- Other jobs as assigned by the AP for Spiritual Formation.

PHYSICAL QUALIFICATIONS:

- Possess sufficient mobility and dexterity to fulfill the responsibilities as outlined above.

EDUCATIONAL REQUIREMENTS:

- B.A. from an accredited four year institution.
- Additional related education or experience preferred

TERMS OF EMPLOYMENT:

- Salary, benefits, and other terms of employment will be administered in accordance with the policies contained in the First Presbyterian Church of Allentown Personnel Manual, a copy of which will be provided to each employee.
- Successfully pass a criminal background check in accordance with the congregation's Safe Sanctuaries policy.

APPLICATION PROCESS:

- Send cover letter and resume to First Presbyterian Church, 3231 W. Tilghman Street, Allentown, PA 18104 or stephen.emick@fpcallentown.org.
- Application Deadline is March 1, 2010

NOTE: *This description contains the information and facts considered necessary to describe and evaluate the duties of this position fairly and equitably. It should not be considered an exhaustive description of all the work requirements to be performed, but indicates the kinds of duties and levels of responsibility required by the position. The Pastor or his/her designee will have the prerogative of adding or deleting responsibilities as occasion may require.*

UPDATED: 2/8/10