

Centre Friends Meeting Children & Youth Pastor Job Description

Summary of Position

- This position serves as a spiritual leader, teacher, counselor, and program director for the children, youth, and their families.
- The Children & Youth Pastor's focus is leading and encouraging others to follow Christ in their daily lives.
- This position leads, motivates, and challenges the youth and children to be devoted followers of Jesus Christ by understanding what it means to be Christians who call themselves "Quakers."

Requirements

- Possess enthusiastic leadership and passion for the youth, children, and their families along with a wide variety of experience and talents in this area of ministry.
- Profess a commitment to Christ and demonstrate a Christian lifestyle as evidenced by a deep faith that is rooted in a personal experience with God through daily reading, prayer, and practice of God's Word, following the example of the Friends Church of North Carolina's *Faith and Practice*.
- Possessing or actively pursuing an undergraduate degree is preferred.
- Be willing to be recorded or already be recorded through Friends Church of North Carolina Yearly Meeting as a Youth Pastor
- Possess a strong knowledge of resources that are available for the youth ministry of Centre Friends Meeting.
- Demonstrate energetic motivational skills as displayed by good verbal and written communication skills.
- Hold CPR and First Aid certification or become certified within the first 60 days of employment.
- Be willing to submit to a thorough background check.
- Previous experience with youth and children's ministries is preferred.

Children and Youth Ministry

- Plan, lead, and staff weekly junior and senior youth meetings and a monthly Quaker Kids meeting – both within and outside of Centre Friends Meeting.
- Plan and lead activities, trips, and events that will nurture spiritual growth, as well as provide opportunities for fellowship among the children and youth of the Meeting and their families, in addition to weekly youth meetings and monthly Quaker Kids meetings or activities.
- Maintain a regular program of visitation with the children, youth, and their families at their homes, schools, and community events.

- Seek to involve the children and youth in the life of the Meeting, particularly in Meeting for Worship (i.e.: read scripture, usher, etc.), and help prepare them for active membership (i.e.: provide membership/Quakerism classes for junior and senior youth).
- Encourage/challenge the memorization of Bible verses for children and youth of all ages.
- Seek to involve the children and youth in various FCNC events and other ministry opportunities, such as Quaker Lake and Annual Sessions.
- Encourage, motivate, and serve the children and youth of the community in various ways, such as volunteering or speaking at school clubs.
- Organize and lead the youth to be responsible for the worship service at least twice yearly.
- Serve as the Vacation Bible School Coordinator.

Christian Education Ministry

- Order curriculum, supplies, or materials needed for youth and Quaker Kids.
- Oversee the Children's Church and Children's Moments schedule by obtaining qualified leaders, as well as leading each of these activities at least once a month.
- Meet monthly with the Christian Education Committee to ensure that all programs and tasks are carried out effectively and that leadership is in place. A written summary of monthly activities planned and carried out is expected to be turned in at monthly Christian Education Committee meetings.
- Meet monthly with Ministry & Counsel providing/receiving information regarding the spiritual care/condition of youth, children, and their families.
- Assist the Christian Education Committee in planning and managing the annual budget for youth programs.
- Organize fundraisers for youth activities as needed.
- Work with Christian Education Committee annually to suggest individuals who will serve as youth and children's Sunday School teachers, Vacation Bible School (VBS) staff, and other volunteer positions as needed.
- Hold family meetings at least twice a year.
- Maintain parent contact on a regular basis.
- Create a monthly children and youth newsletter with calendar. Use One Call Now to send reminders and updates to children, youth, and their families.

Administrative Tasks

- Meet regularly with the senior pastor to discuss the day to day planning and job activities & responsibilities.
- Participate in various Western Quarter and FCNC functions, such as Young Friends activities and Quaker Lake Camp, as approved by Monthly Meeting.
- Work with children, youth, and their families that request counseling. This should be done in consultation with the senior pastor, when necessary.

- Assist Ministry and Counsel in fulfilling the duties of the senior pastor in the event of vacation or emergency. Assistance may include, but is not limited to leading the worship service, visitation, or necessary administrative tasks.
- Assist with visitation and other pastoral duties in consultation with the senior pastor and as schedule allows; however, recognize that primary responsibilities are to children, youth, and their families.
- Attend Centre Friends Meeting for Sunday School, Worship, and Monthly Meeting, unless on Monthly Meeting approved vacation, youth activity, or educational opportunity. Individual will give a report at Monthly Meeting.
- Establish office hours as needed to maintain a minimum 40-hour work week.

Responsible to

- This position reports regularly to the senior pastor, but falls under the overall dual direction of the Christian Education Committee and Ministry and Counsel. Ultimate accountability of the Children & Youth Pastor is to Monthly Meeting.
- Annual evaluation will be performed by the Christian Education Committee and Ministry and Counsel. Respective representatives from each committee will meet with the Children & Youth Pastor to discuss the evaluation. Six months following evaluation, a follow-up meeting will be held with the individual and the above persons to determine progress following evaluation.

*The individual will be evaluated six months after the effective hire date and annually thereafter.

Compensation and Vacation

- The specific salary package will be commensurate with the individual's education and experience. This includes reimbursement for approved conference costs (up to budgeted amount) and 10 days of vacation. Time off must be coordinated with the senior pastor, Ministry and Counsel, and the Christian Education Committee. Any additional leave time, when needed under special circumstances, will be reported to the appropriate clerks of Ministry and Counsel and the Christian Education Committee.

*The Children & Youth Pastor is responsible for any other duties as assigned by the Christian Education Committee, Ministry and Counsel, and/or Centre Friends Monthly Meeting.