

# **JOB DESCRIPTION**

## **Director of Santa Clara First Baptist Church (SCFBC)**

### **Youth and College Career Singles Ministries**

#### **I. Qualifications**

1. The Youth Director must be a dedicated Christian who is an effective teacher and communicator of the Christian faith. S/He must have the desire and ability to lead individuals to Christ, to help them grow in their faith, and train them to use their gifts and talents in service for Christ.
2. The Youth Director must be familiar with and in agreement with the Church vision, goals, basic beliefs and form of government of the Church as set forth in the Church Constitution and policy statements.
3. The Youth Director must have a commitment to Santa Clara First Baptist Church. This commitment is best expressed by becoming a member of the church.
4. The Youth Director must have completed a Bachelor's Degree.
5. The Youth Director must have prior experience overseeing, directing, organizing, coordinating and leading a youth/singles ministry.
6. The Youth Director must be willing and have the ability to obtain an appropriate driver's license to be able to drive the Church van.

#### **II. Additional Desired Qualifications**

1. Seminary training within the field of Christian Education and/or Youth/Singles Ministry.
2. Additional training in ministries and/or programs for adolescents.

#### **III. Primary Responsibilities**

1. The Director shall be responsible for coordinating and overseeing a program of outreach, Christian education and discipleship for Middle School, High School, and College Career Singles age groups, with emphasis on Middle/High School youth. The program shall be designed and structured to minister to both the youth in the Church and to reach out to the unchurched youth, and their families, in our community. The program shall be coordinated with both the Senior Pastor and the appropriate ministry teams of the church.
2. The Director shall be responsible for the recruitment, training, supervision and support of a team of youth workers/youth mentors to carry out the youth/singles ministry programs.
3. The Director shall be responsible for integration of the youth/singles ministries into the total life and ministry of the Church. The intent is that the youth/singles are an integral part of the total Church. S/He shall carefully plan and coordinate activities to avoid conflicts with all-Church activities. S/He shall make a concerted effort to involve the youth/singles in these activities.
4. The Director shall be responsible for both encouraging and developing one-on-one relationships with youth.

5. The Director shall oversee the planning and organization of youth camps/retreats and various other youth activities. To the extent permitted by schedule and other commitments, the Director shall participate in these activities.
6. The Director will report directly to and will be responsible to the Senior Pastor, meeting regularly with the Pastor and other staff to plan and coordinate the youth/singles ministries of the Church. S/He will be prepared to make periodic reports as directed by the Senior Pastor to the Diaconate and to the Church. S/He will keep the congregation informed about the hopes, concerns and needs of the youth/singles both through direct reports and via articles and notices in the Sunday bulletins and the monthly church newsletter.
7. The Director will regularly attend the Sunday worship services and other regularly scheduled meetings of the congregation. As directed by the Senior Pastor, s/he will assist in the leadership in these services.

### III. Salary Package

The Director shall be paid a salary of \$40,000 to \$50,000 per year, depending on background, work experience and seminary training. The Director will work 40 hours per week on average. For some weeks extra hours may be required (e.g. weekend camping trips). Time off after such events should be built into his/her schedule, as approved by the supervising pastor. Benefits will include medical and dental, retirement, and vacation benefits paid by the church, following SCFBC's Personnel Policies. Vacation will be 5 days after 6 months of employment, 10 days after 12 months, with an additional day of vacation per year accrued after the first year, up to 20 days of vacation per year.

The Director will be able to utilize the appropriate budgeted line items for programming expenses. The Director should not be expected to pay for such expenses from personal funds.

The Director will have a budget of \$1,200 per year to pay for hospitality expenses and access to the staff's shared fund of \$5,000 per year for conference and continuing education expenses. Mileage expense for the use of his/her personal automobile up to \$500/year will be reimbursed. Reimbursement for each expense will require a written check request with accompanying receipt(s) and authorization of the Senior Pastor.

### IV. Performance Review

The Youth Director shall have performance reviews as follows:

1. At three months with the Senior Pastor and Lay Search Team
2. At six months with the Senior Pastor
3. At twelve months and annually thereafter with the Senior Pastor.

I have read this job description and agree that I can perform all the duties and responsibilities that the position requires.

Exceptions:

Signed: \_\_\_\_\_ Date: \_\_\_\_\_