

Director of Youth and Outreach
Proposed Job Description and Duties

Position Summary:

The Director of Youth and Outreach will give structure and coordination to grade 6-12 youth groups, as well as helping Prairie Edge Church live into its goals of evangelism and outreach in its neighboring community and the world.

Middle School Ministry

- a. Plan and lead at least one evening Bible based meeting per month, Sept-May
- b. Organize regular social activities (approx. 1/month) and regular opportunities to serve in church and community
- c. Facilitate participation in a middle school retreat
- d. Seek ways to build relationships with students and connect them with the congregation.
- e. Organize fund raisers as necessary.

High School Ministry

- a. Plan and lead, ordinarily, 2 Sunday evening Bible based meetings per month, Sept-May.
- b. Organize regular social activities (approx. 1/month) and regular opportunities to serve in church and community
- c. Organize annual service projects, retreats, or special conferences, with fundraisers as needed.
- d. Seek ways to build relationships with students, include them in worship services and the life of the congregation.

Post High Ministry

- a. Regularly evaluate the need and opportunity for a post-high school ministry and offer times to meet as opportunity presents itself
- b. Encourage post-high aged individuals to be actively involved in the life of the church

Outreach

- a. Identify, coordinate and ensure execution of various evangelistic and outreach events. Give leadership, guidance and encouragement to the volunteers assembled to lead each event.
- b. Seek out and develop opportunities to engage our neighborhood and our wider community for the cause of Christ.
- c. Coordination of Prairie Edge's Sunday morning visitor welcome procedures
- d. Research the possibility of mission and service trips for the congregation, and coordinate and give aid to the leaders of the ministries that may be involved.
- e. Equip and inspire members of the congregation to live out a missional lifestyle through training, classes and seminars.
- f. Serve as a member and possible chairperson of the Outreach Team

Miscellaneous

- a. Put together a "Prairie Edger" newsletter article for each publication
- b. Ensure the website and social media are up to date
- c. Encourage profession of faith by students at all levels, including post-high; assist senior pastor in teaching pre-profession classes as the need arises
- d. Participate in worship services at appropriate times, e.g. youth services, service reports, announcements, invitations, etc.
- e. Continue furthering skills by attending youth worker trainings
- f. Regular attendance at worship services, to set a positive example to youth

- g. Engaged in regular communication with parents of youth
- h. Become a member of PECRC

Personal Qualifications

- a. Unquestioned commitment to Jesus Christ as Lord and Savior and a heart for the lost
- b. A love for youth and a passion to see them grow and mature in the grace and knowledge of Jesus Christ
- c. Self-motivated, energetic, and able to manage time effectively when it comes to fulfilling the responsibilities of the position.
- d. Ability to work with a variety of different persons in a kind, professional and pleasant manner, and to work through proper channels in cases of conflict.

Professional Qualifications

- a. High School diploma or equivalent
- b. Previous experience working in youth ministry such as a volunteer or leader
- c. Must have the administrative, communication and interpersonal skills to effectively lead, teach and connect with youth
- d. Must be willing to work in coordination with the Senior Pastor and other staff.
- e. Must be familiar and in agreement with the teachings of the CRC and the mission and vision of Prairie Edge Church.

Supervision:

The Director of Youth and Outreach will be under the authority of the Executive Committee of Prairie Edge CRC. The Director of Youth will ordinarily be responsible to the Senior Pastor, in consultation with the Executive Committee. They will present a written report to Council monthly, detailing ministry activities.

Compensation and Hours:

Hours: 40 hours per week (It is anticipated that roughly 20-25 hours per week are for youth specific duties and 10-15 hours per week are Outreach specific duties)

Compensation: The Director of Youth and Outreach shall receive compensation of \$50,000-\$60,000 salary depending on the education and experience of the candidate.

The following benefits:

Employee only Health, Dental and Vision Insurance

Paid Time Off accrual of 1 hour per every 30 hours worked(Sick Leave)

Two Weeks Paid Vacation

Up to a \$5,000 one time moving allowance for applicant who would need to relocate

Annual Hospitality and Professional Development Funds