

## Job Description

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### **Mount Calvary Baptist Church**

**Title:** Youth and Collegiate Pastor

**Reports to:** Discipleship Division Director and Senior Pastor

**Staff Responsibilities:** Administrative Assistant, all Youth and Collegiate Volunteers

**Purpose of Position:**

Assists Discipleship Division Director as the Youth and Collegiate Pastor for high school and college students and Senior Pastor. The Youth and Collegiate Pastor is responsible for the overall development, administration, and management of the youth and collegiate department of the church. Of equal importance is to assist the Discipleship Division Director and the Senior Pastor in other areas of ministry as needed.

**Principle Responsibilities/Duties:**

Ministry Oversight (40% of full-time commitment)

Leadership Training (40% of full-time commitment)

Administration (20% of full-time commitment)

- Develop strategy, goals and objectives for Youth and Collegiate Ministry area in line with the church's strategic plan. Development of short and long term goals and plans for the ministry
- Assess ministry needs and develop programs and activities to meet those needs
- Provide teaching for the congregation about the Youth and Collegiate Ministry and the need for reaching young people
- Serve as a motivating, inspiring and engaging teacher to our students and staff on a regular/weekly basis as part of a larger plan for the spiritual development of our students and staff
- Develop a climate for students that is safe, supportive, and cultivates spiritual growth and oversee, plan and implement staff recruitment, training and development
- Development and implementation of an annual calendar of activities and programs that are inclusive and promote relationship development and discipleship at levels appropriate to the group
- Develop relationships with schools, churches, and parachurch organizations that support our efforts to reach students in the church and community
- Develop plan to foster open communication with parents/guardians primarily through staff, or by other means of communication
- Assure every activity focuses entirely on building mature youth. Areas of responsibility include, but are not limited to Youth & Collegiate Convention Work, Awana, Vacation Bible School, Youth and Collegiate Sunday School, Youth & Collegiate Revivals, Youth & Collegiate Summits, etc.
- Provide formal and informal forums for frequent communication, encouragement and evaluation to staff. Create a team atmosphere
- Be accountable to the Discipleship Division Director and Senior Pastor
- Formation of Youth & Collegiate Council

- Develop job descriptions for all workers whether paid staff or volunteer
- Prepare job performance evaluations for staff and volunteers
- Use proper forms required for event planning, reporting incidents, permission forms (for off site events), purchase orders, expense forms, clerical request, etc.
- Attend meetings scheduled by the Senior Pastor and/or Discipleship Division Director
- Present vacation request or leave request to Discipleship Division Director for approval. It will be the responsibility of the Discipleship Division Director to secure replacement coverage as needed
- Other duties as assigned

**Skills/Qualifications/Knowledge:**

**Must** be a Christian with a maturing relationship with Christ. **Must** show a faithful pursuit of leadership characteristics as listed in I Timothy 3:1-7. **Must** see the position as an opportunity to serve God. **Must** have the ability to communicate effectively; strategically plan, organize, develop, motivate, and supervise personnel. **Must** exhibit patience, people skills, Christian maturity and theological acumen. Possess a Bachelor's degree from an accredited college with a major in Youth Ministry and at least 2 to 5 years experience in Youth Ministry. A Master's degree in church leadership or Master's of Divinity with experience is preferred. **Must** be in good standing with current church. **Must** have some knowledge and skill in philosophy, psychology and principles of Christian Education. **Must** demonstrate a genuine love and maintain a good rapport with young people, exhibiting good people skills. **Must** be willing to work closely with parents and guardians. **Must** subscribe to the mission, vision, and values of Mount Calvary Baptist Church. **Must** become a member of this church with (3) three months, if not already a member. **Must** be able to exercise initiative and judgement as an independent worker. **Must** possess organizational and administration abilities. **Must** be a good role model for youth, with no criminal record (Mount Calvary Baptist Church requires background check for all employees). **Must** be compassionate and dependable.

**Length of Service Commitment:**

Two (2) years minimum

**Compensation:**

Salary and benefits will be discussed depending upon acceptance of applicant in keeping with the Mount Calvary Baptist Church Employee Policy.