

JOB DESCRIPTION

TITLE: Assistant to Pastor / Youth Minister

LOCATION: Macedonia United Methodist Church

REPORTS TO: Pastor

PURPOSE:

To provide support to Pastor and serve as the minister to the youth of the congregation and local area.

ESSENTIAL FUNCTIONS:

Pastor's Assistant

- Design and organize as part of a worship team a weekly non-traditional worship service
 - This may include effective use of congregational singing. This may be with live instrumentation and/or with musical videos that the worship leader will coordinate and lead
 - Ability to perform and lead various styles of music, both traditional and contemporary, to form a blended service of worship, in coordination with the pastoral staff
 - Leadership ability to work with and inspire volunteers
- Visit with homebound persons and new attenders
- Establish small groups, training small group leaders, communicating with all small groups, and establishing expectations of all small groups, including ministry with young people in 6th -12 grades.
- This person must be a passionate and dynamic leader with a vital and growing relationship with Christ and the ability to share God's love and bring God's teachings to the Macedonia community.

Lead Youth Ministries

- Serve as minister to the youth of the congregation, guiding them on their faith journey and helping them grow spiritually and model for youth how to follow Christ and trust in the church, the Bible, and God.
 - Participate regularly in, and lead as appropriate, creative and engaging activities designed to develop and reinforce the youth's faith, build fellowship and ensure all youth are engaged in some aspect of the church weekly. These events include weekly separate high/middle school gatherings and occasional special events
- Expose youth to district, conference, or national opportunities for involvement and make youth aware of scholarship, grant and loan opportunities through Macedonia, the Virginia Annual Conference colleges and universities, and the General Board of Higher Education and Ministry.
 - Identify, recruit, train and nurture a team of passionate youth workers and adult volunteers/parents to help minister and disciple youth
 - Serve as the staff lead for youth fundraising activities, including annual mission trips. Maintain control documents, event notebooks, and calendars of events for ministry related activities.

- Create and maintain an environment where all youth regardless of race, culture, ethnicity, sexual orientation, gender identity, family or socioeconomic status, education, politics, physical or mental ability or health, and faith history are welcome and may grow as Christians.
 - Ensure adherence to Macedonia's child protection policy in all youth ministry activities, including maintaining background checks on all adult volunteers.
- Be a visible presence in the life of the youth and be willing to attend student events outside the church when possible.
- Participate in staff meetings, reporting on and generating support for all ongoing and upcoming youth activities. Handle administrative tasks related to the ministry in a timely and professional manner.
- Monitor and maintain the youth ministry budget as approved by the Church Council.
- Attend at least one ministry training event per year.

QUALIFICATIONS:

To perform this job successfully, an individual must be of strong Christian faith, United Methodist experience preferred. The requirements listed below are representative of the knowledge, skill, and ability required.

Education, Experience and Skills

- * A Bachelor's degree or equivalent experience may be considered in lieu of education
- * Good leadership skills and ability to relate well to middle and high school age youth
- * Eligibility is contingent on a satisfactory criminal background check (ordered and paid for by Macedonia Church)
- * Basic computer skills including Microsoft Office Suite, specifically Word, Excel, Access and PowerPoint;
- * Required skills include written and oral communication skills and strong project management.
 - a. Possess the motivation, initiative, and creativity necessary to develop interesting programs and weekly meeting agendas

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stand and walk.

WORKING CONDITIONS:

Typical church environment. The noise level is usually moderate. Occasional travel required. Evening and weekend work required.

Email resume to office@macedonia-umc.org or mail to:
1941 Macedonia Church Road, white Post, VA 22663