



## Director of Youth Ministries/Pastoral Intern Grace Chapel Madison (EPC)



- Purpose:** To provide the chief visionary leadership and oversight to the Youth Ministry at Grace Chapel Madison for grades 6 through 12.
- Reports to:** Pastor, Church Session, and Christian Education Committee
- Oversight to:** Youth Ministry Volunteers
- Job Classification:** Full-time or Part-time, depending on the desire of the applicant. The compensation and time requirements will vary based on this decision.
- Skill Requirements:**
1. Leadership—Can create, articulate, and promote a clear vision for the Youth Ministry of Grace Chapel.
  2. Teaching Ability—Has aptitude for working with students grades 6 through 12 in teaching and management within the context of a Christian environment.
  3. Public Speaking—Can provide training for volunteers and parents to deliver valuable information impacting the Christian education of each student (grades 6 through 12).
  4. Organization—Can plan and create a curriculum for Christian education at Grace Chapel for grades 6 through 12 and prepare materials in advance for use by volunteers.
  5. Computer/Technological Skill—Have skills to utilize technology as to accentuate the Youth Ministry at Grace Chapel through computer programs, social media, web site, etc.
- Responsibilities:**
1. Develop a clearly defined vision and strategy for Christian education within the Youth Ministry and in accordance with the Christian Education Committee.
  2. Lead, recruit, train, and develop volunteers to follow the curriculum developed for the Youth Ministry based on developmental needs of students (grades 6 through 12).
  3. Develop and implement strategies for family discipleship and work with parents and families to equip and empower parents/families to disciple their children.
  4. Provide oversight, training & coordination of volunteers, planning, and preparation of curricular materials for all aspects of the Youth Ministry programming (grades 6 through 12), including but not limited to:
    - Sunday School

- Wednesday Night Studies
  - Specialized Classes (Topics to be determined based on Youth Ministry needs)
  - Outreach and/or Fellowship events
  - Family events and programming in conjunction with other ministries of Grace Chapel Madison
  - Regular activities during summer months
5. Provide oversight to managing a yearly Youth Ministry budget and determining budgetary needs for the current and subsequent years to meet the desired vision.
  6. Participate and provide support and leadership (when necessary) in church-wide events.
  7. Submit a monthly Grace Chapel newsletter article recapping Youth Ministry activities from the past month and detailing upcoming activities.
  8. Provide regular social media posts to parents reflecting on Youth activities or reminders of upcoming opportunities.
  9. Provide regular updates to the Grace Chapel Madison (EPC) website to include a link and/or information in regards to activities or volunteering with the Youth Ministry
  7. Share in the responsibility of ministerial duties (i.e. visiting hospital to see youth, parents, family members, or home visits, etc.)

**Other Expectations:** All Grace Chapel Madison (EPC) staff members, including the Youth Director, are expected to be regular church service attendees for and are expected to volunteer in other areas of the church outside of the Youth Ministry.

Fulfill weekly office hours (determined by part-time/full-time status) for training sessions, parent and youth contact/meetings, curriculum planning, curriculum preparation, etc.

**Additional:** This is currently a non-ordained position. Also, given our proximity to Reformed Theological Seminary (Jackson), seminary assistance is possible with the position should it be desired. Please email Rev. Tommy Robinson ([revtommyrobinson@gmail.com](mailto:revtommyrobinson@gmail.com)) with any additional questions.