



## **WOLF'S COVENANT CHURCH**

**4501 Wolf's Church Rd,  
York, PA 17408**

### **JOB DESCRIPTION – Director of Youth and Family Ministry**

<b>Accountable to:</b>	Pastor of Wolf's Covenant Church
<b>Relationship to:</b>	Works closely with the Pastor and the Youth and Family Ministries Committee
<b>Workweek:</b>	Full time. Flexible hours (Sundays and special events expected)
<b>Wages:</b>	Salaried \$35,000-\$38,000 range, plus benefits

### **JOB SUMMARY:**

The Director of Youth and Family Ministry is an essential component of our staff and critical to our ministries. Wolf's Covenant Church is committed to building God's kingdom through a singular focus: "To connect with people on their faith journey so that life in Christ flourishes!"

The Director of Youth and Family Ministries will oversee the Spiritual Formation ministry for the children and youth at Wolf's Covenant Church. This role has three primary tasks: 1) to develop and implement a comprehensive strategic Spiritual Formation ministry plan that spans from our nursery to high school discipleship; 2) to create and lead a spiritually formative program (Youth Group) that provides an opportunity for 7th - 12th graders to safely grow spiritually, mentally, and emotionally; 3) to build relationships with students and families; 4) to recruit, equip, coach, and support the volunteers spiritually and practically in serving the children and youth. Weekly time and effort will be primarily dedicated to these three areas.

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## **PRIMARY RESPONSIBILITIES:**

- Develop and lead cohesive programming to nurture spiritual formation of our middle and high school youth
- Lead children's sermons on a regular basis
- Develop intentional efforts for discipleship, mentoring, and community outreach within our Family Ministries
- Provide oversight and direction for each key Family Ministry area (currently: nursery & preschool; elementary, middle school; high school). This includes selection of Spiritual Formation curriculum.
- Recruit, equip, and coach leaders and volunteers to support children and youth programming
- Provide regular and proactive communication with families and youth involved in Wolf's Family Ministries.
- Develop an intentional and consistent approach for student care and mentoring by the Family Ministry volunteers
- Serve as the point person for crisis care and concerns that may arise in the lives of our students

## **REQUIRED KNOWLEDGE/SKILLS:**

- Fully devoted follower of Jesus Christ - keeps life in harmony with the Word of God
- BA in Biblical studies or related field (Family Ministries, Youth Ministries, Children Ministries, Biblical Studies, or similar)
- Experience required in working with family, children, and/or youth ministries
- Demonstrated organizational and communication skills
- Integrity in spiritual, emotional, and moral health
- Contagious passion to see children and youth come to know and be transformed by Jesus
- Demonstrate servant leadership and a passion to care for and develop leaders
- Self-motivated, efficient and able to prioritize tasks
- Relatable - works well with a wide diversity of people
- Positive contributor to healthy staff team environment
- Maintains confidence and exercises discretion
- Flexible, adaptable, and teachable

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- Works with authenticity in accordance with the [Covenant Affirmations](#), Constitution, and Bylaws of this congregation

## **JOB STANDARDS:**

1. Spiritual Formation of Youth (50%)
  - Develop cohesive monthly programming for our middle and high school students
  - Create an environment where youth are able to relate their life issues to their faith
  - Lead Biblical teaching and discussion
  - Create engaging activities for fellowship
2. Family Ministry Leadership (10%)
  - In collaboration with the Family Ministry Committee, develop and implement a comprehensive Spiritual Formation ministry plan that encompasses the nursery through high school
  - In collaboration with the Lead Pastor, cast vision and encourage our whole congregation to work together in accomplishing our mission “to connect people on their faith journey so that life in Christ flourishes.”
  - Lead children’s sermons on a regular basis (schedule to be determined with Lead Pastor)
  - Develop intentional efforts for discipleship, mentoring, and community outreach within our Family Ministries
  - Provide oversight and direction for each key Family Ministry area (currently: nursery & preschool; elementary, middle school; high school). This includes selection of Spiritual Formation curriculum.
  - Provide proactive communication, direction, and collaboration with Wolf’s secretary regarding needed administrative support (e.g. copying, calendaring, supplies, etc.)
3. Leader & Volunteer Development (20%)
  - Lead & develop the Family Ministry Committee
  - Recruit, equip, and coach leaders for each of our key Family Ministry areas
  - Prayerfully support and encourage Family Ministry volunteers
  - Work to provide a safe environment for our children, youth and adult volunteers through proper training and educating according to our child abuse prevention policy
  - Provide proactive communication to all Family Ministry volunteers
  - Ensure volunteers are effectively scheduled to promote a positive volunteer experience

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4. Student & Parent Care & Communications (15%)
  - Provide regular and proactive communication to the students and families involved in Wolf's Family Ministries
  - Develop an intentional and consistent approach for student care
  - Provide oversight & direction for parent discussion groups
  - Serve as the point person for crisis care and concerns that may arise in the lives of our students, utilizing (when appropriate) partner resources such as mentors, parents, Lead Pastor, school resources, and Family Ministry volunteers, etc.
5. Other General Duties (5%)
  - Attend regular staff meetings (including occasional longer offsite retreat days)
  - Collaborate with Church Leadership to assist with coordination of church-wide, intergenerational events.
  - Other duties, as assigned (within the allotted hours for this position)

**If you have further inquiries or want to submit your cover letter and resume, please contact Wolf's Administrative Assistant, Lisa Campbell, at [secoffice@comcast.net](mailto:secoffice@comcast.net)**

**Revised:        January 14, 2020**

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