Medford Friends Church Youth & Family Pastor Job Description

Title: Youth & Family Pastor
Position: 1/2 Time (25 hours/week). 2 days off each week.1-2 weeks of vacation a year, including 4 Sundays.
Reports to: Senior Pastor/Elders
Compensation: Salary. In addition, benefits include the use of the 3-bedroom Parsonage next to the church. Real market worth around $2,000.00 a month.

The primary function of this role will focus on Youth Ministry with approximately 20 hours a week given to its responsibilities. The remaining 5 hours a week will focus on assisting the Senior Pastor in general pastoral duties surrounding facilitating discipleship and integration of people into the life of the church. The associate will work with current ministries and committees to help foster whole life discipleship for individuals and families of all ages. The pastoral duties will focus more on congregational care, organization, and administration and not regular preaching and teaching.

Requirements

- Exemplifies the servant leadership qualities listed in Galatians 5:22-23: love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, self-control.
- Agrees with the message, mission, and ministry strategy of MFC, such as our Yearly Meeting's Faith & Practice and our mission statement:
    - Our purpose is to share God's love with others, so they may come to know Jesus Christ as their Creator and Savior and have a growing relationship with Him.
- Spiritual maturity to support the growth of a healthy church.
- Strong organizational and communication skills.
- Able to build relationships with people of all ages.
- Able to handle confidential matters and material with excellence.
- Able to establish appropriate boundaries and pursue a healthy balance of family, personal health, and ministry.

Role Expectations

- Demonstrate a commitment to personal spiritual growth through:
    - Consistent attendance and involvement in Medford Friends Church.
    - Being attuned to one's own spiritual health and self-care.
    - Consistent investment in prayer and study.
- Integrates prayer into all ministry activities; organizes prayer in ministry programs.
- Maintains flexibility to assist or fill in when unexpected needs arise.
- Consistently complete duties and responsibilities in a timely way.
- Participate in relevant committees.
- Maintain a positive relational stance on all fronts.
- Contribute to a positive and effective staff team dynamic.

General Employee Core Competencies and Qualifications

- Is in agreement with and signs the Northwest Yearly Meeting “Faith & Practice” and commits to serve in harmony with it. Agrees that non-compliance with this “Faith & Practice” is considered grounds for termination of employment.
- Is willing to serve under the leadership of the pastor and assigned supervisor, as appropriate to a hired position. Is open to suggestions and counsel for improving work performance and will accept correction. Is also aware that the supervisor welcomes questions and information about the position at non-evaluation times.
- Agrees to become a member of Medford Friends Church, if s/he is not at the time of employment.
- A welcoming servant heart and views the staff position as one of ministry. Is attentive to opportunities to pray with and care for others. Has good people skills and enjoys being with people.
- A passion for evangelism and outreach.
- Maintains confidentiality. Does not share private information without permission from the person/s involved. Does not share private information with those who are not "in the need to know" for ministry purposes.
- Will exhibit energy and enthusiasm in their daily work. Has good time management skills or is open to training to grow in this. Genuinely cares that others are successful in their areas of service. Will purposefully work at good communication and cooperation with other church staff members. Will be a team player.
- Will have timely and consistent availability for responsibilities and is regularly involved in the life of the church.
- Represents the church and its interests in a professional manner, both within MFC and in the community. Maintains a positive reputation that represents Christ well.
- Clears a police background check as required by the MFC Child Protection Policy. Remains current in Ministry Safe training.
- A working knowledge of computers and basic operating systems.

Youth & Family Ministry Duties

- Lead the development of:
    - The Youth Ministry Program, which includes identifying the strengths and growth opportunities for the current program.
    - Discipleship resources in cooperation with the Pastor and the Christian Education Committee – or select other appropriate resources.
    - The vision and purposes of youth events, meetings, and activities.
    - Connecting points reaching unchurched youth to, *“share God’s love with others, so they may come to know Jesus Christ as their Creator and Savior and have a growing relationship with Him”,* and invite, welcome, and integrate them into MFC.
- Teach a class for youth on Sunday to ensure we have coverage for Grade, Middle, and High School age groups. Lead mid-week meetings and activities for youth.
- Organize and lead monthly youth activities for fun and fellowship.

- Foster discipleship and meaningful connections with all the youth and families.
- Foster students' integration into the church body through service and relationship.
- Attend non-church sponsored events of MFC parents and youth when possible.
- Build and maintain quality relationships with parents; encourage and support them and maintain consistent contact with them.
- Identify a team of adult volunteers who will partner with the you in ministering to, teaching, and leading the youth. Equip, train, and empower the volunteers with the support of the Elders and Senior Pastor. Delegate responsibilities as needed.

Admin Duties

- Attend Christian Education Committee meetings, and all relevant committee and staff meetings to report about current activities, clarify budget usage, and make recommendations for new budget items as needed.
- In cooperation with staff and the overall church calendar, coordinate, manage, and communicate the youth ministry calendar. Maintain a minimum of a two-month calendar of events and ensure excellent forms of communication with parents/guardians of youth.
- Manage communications (flyers, emails, social media, website, media creation, etc.).
- Study to develop ministry and job-related skills, including reading and attending conferences.
- Work with the Pastor to clarify and implement the vision, goals, and strategy of all MFC ministries.
- Assist the Senior Pastor in providing leadership, support, and resources to all staff and volunteers involved in church ministry programs as needed.
- When called upon, provides pastoral care to members and attenders of the church.
- Shows regular appreciation for and encourages ministry team members and volunteers.
- Participate in processes related to newcomer and new believer follow-up (membership).
- Champion the development of systems and infrastructure by all ministries. Support areas that support healthy, long-term growth of the church.

Outreach Duties, Camps & Conferences

- Occasionally teach in the absence of pastors, leaders, or teachers.
- Facilitate a small group. Encourage and support the development of other small groups.
- Be a liaison to the surrounding community through involvement with youth events, game nights, weddings, funerals, etc.
- Attend Mid-Year Meetings and Annual Sessions.
- Attend the annual Pastor’s Conference.
- Attend/Teach at Twin Rocks Tween and Surfside Camps (when we have students attend) and encourage and support youth attendance of Christian camps.

I hereby sign to indicate that I have read and will comply with the above statements.

Signed _____Date_____

Witnessed by _____Date_____

Application Requirements

Please submit application by email to the office: admin@medfordfriendschurch.org

1. Include a current resume/job history.
2. Provide three references: an employer, a co-worker, and a person of your choice.
3. Give your personal testimony/story of how you came to Christ.
4. Describe your current walk with the Lord.
5. Tell us what attracted you to this position.
6. Describe the spiritual gifts and personal strengths that you would bring to this position.