



WOODHAVEN
IRRESISTIBLE LIFE

Associate Pastor: Youth & Young Adults

Job Description

Woodhaven Baptist Church

The Minister of Youth and Young Adults is responsible for the development and implementation of the vision, strategy and elements for all programs related to youth and young adults at Woodhaven Baptist Church. The person in this position will disciple youth and young adults in their relationship with God and empower them with the tools to grow and mature their faith and understanding of God. Specifically, the Minister of Youth and Young Adults is responsible for middle school (grades 6-8), high school (grades 9-12) and young adult (ages 18-29) ministries including Bible study, small groups, mission experiences, and special events. This involves engaging church leaders in developing, planning, coordinating, implementing, and evaluating a ministry with and for these age groups in support of the vision and objectives of the church. The position functions within a church staff team environment and is supervised by the Senior Pastor. This minister is expected to maintain a Christian lifestyle that exhibits integrity, maturity, and spirituality.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

GENERAL

- Pray for ministerial and administrative staff and Church family.
- Support the financial obligations of the church through tithe and offerings.
- Be prompt and prepared for all scheduled meetings.
- Establish and foster exemplary relationships with staff/non-staff workers, church membership, parents and community at large.
- Become a member of Woodhaven within 90 days after being called and remain a member of Woodhaven for full tenure.
- Actively participate in church-wide events and encourage youth and young adults to do so as well.
- Participate in the pastoral care ministry of the church (hospital visits, nursing home visits, etc.) as directed by supervisor.
- Attend weekly church staff meetings, Church Council meetings, and all Church Conferences (regular and special).
- Hold regular office hours during the week designed to foster relationships appropriate to this ministry area and for conducting other work outlined in this job description.
- Perform other duties as assigned by supervisor.

YOUTH (GRADES 6-12)

- Facilitate/lead weekly Bible study and small group discipleship activities for middle and high school students.
- Facilitate/lead other established weekly gatherings (e.g., Sunday evening youth gatherings).
- Cooperate with Woodhaven on Missions and other church leaders to plan, organize, and implement mission trips and ministry opportunities.
- Organize special events whether for fellowship, discipleship, missions, or other purposes.
- On an ongoing basis, recruit, train and organize strong volunteers and leaders to help with the implementation of a strategic and innovative discipleship.

- Research, coordinate, continually assess, and enhance our discipleship programs (curriculum development) and activities.
- Ensure that all programs and ministries fulfill our mission to disciple for God's glory.
- In coordination with the appropriate staff/volunteers, encourage the integration of youth into the life of the church through use and development of their gifts and by connecting them with worship, service, outreach and fellowship opportunities.
- Investigate and inform parents about opportunities for summer mission projects and provide parents with regular opportunities to share concerns, to offer suggestions, or to inform you about specific needs.
- Facilitate effective and innovative communication via website, social media, texting, etc. (e.g., newsletters, personal contacts, bulletin announcements, calendar of events, reports, etc.)
- Keep supervisor and other pertinent staff informed of any youth/family concerns.

YOUNG ADULTS (AGE 18-29)

- Develop, implement and evaluate an effective small group discipleship.
- Encourage the integration of young adults into the life of the church through use and development of their gifts and by connecting them with worship, service, outreach and fellowship.
- Lead in creating the innovative culture supporting Woodhaven's "Growing Young" process.
- Provide spiritual development opportunities.
- Provide counseling and spiritual direction on an individual basis.
- Lead the planning, development, evaluation, and growth of this ministry.
- Keep supervisor and other pertinent staff informed of any young adult concerns.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR THIS POSITION

- Requires a master's degree with experience in the field.
- Be called to youth and young adult ministry.
- A wide degree of initiative and creativity is expected.
- Must have a passion for teaching at age appropriate levels using various learning styles, mentoring, and counseling youth and young adults.
- Must be able to engage and establish genuine relationships with youth, parents, young adults, church leaders, and volunteer workers.
- Must have superb organizational skills, be a systematic thinker, and team player.
- Must be adept in following strategic planning, verbal and written communication, motivation, conflict resolution, multitasking, and project management.
- Must demonstrate the ability to receive instruction, interpret it, develop a plan of action, and communicate to necessary parties.
- Should have a heart for knowing God personally, for following Christ as a servant, and for keeping in step with the Spirit.
- Should have the calling, gifts, vocational experience, and educational background necessary to:
 - 1) Lead and equip young adults and others in a ministry to youth,
 - 2) Develop and implement strategies to accomplish the vision for the programs,
 - 3) Be able to recruit, develop and prepare a volunteer ministry team,
 - 4) Strong verbal and written skills,
 - 5) A solid theological background including familiarity with Scripture and themes of the Bible; an ability to explain and defend core doctrines of the Christian faith.
- Must be a self-motivated person who is able to be effective when working independently to produce results.
- Must possess a gentle and humble spirit and be willing to grow and be taught.
- Self-discipline regarding personal time usage, and spiritual, physical and emotional health.

Candidates interested in this position should submit a cover letter and resume to dave@woodhaven.org.