



JOB POSTING

DIRECTOR OF YOUTH MINISTRY: MALE RELATIONAL FOCUS

How to Apply: To apply for this position and / or for any questions, please contact Sarah King at: shking76@gmail.com.

Who We Are:

We are a PC(USA) church, active and vibrant in our community of faith. We want you to feel welcome and are eager to include you in any or all that our church offers. People are not to be slaves to programs; programs should serve people. We hope ours will serve you. We invite you to explore our site, get resources for your journey of faith, and find opportunities to grow and places to serve.

What Sequoyah Hills Presbyterian Church [SHPC] can do for you:

- Excellent compensation
- Continuing Education
- Comprehensive benefits package (medical, dental, life, vision, and short-term disability insurance)
- Retirement Savings Plan
- Growth and development opportunities
- A church family that believes in community

POSITION SUMMARY

The **Director of Youth Ministry: Male Relational Focus** is a shared position with the Director of Youth Ministry: Female Relational Focus and will work closely in conjunction with the Director of Youth Ministry: Female Relational Focus. The **Director of Youth Ministry: Male Relational Focus** will oversee all aspects of ministry with middle school and high school aged youth, with particular focus toward the male participant relationships and middle school curriculum / programming and an eye on growing the SHPC Youth Program in membership and vitality. Ensure that the execution of all events and programs have left parents confident that their children have been faithfully and creatively nurtured in faith.

ESSENTIAL JOB RESPONSIBILITIES

A comprehensive listing of all Duties / Responsibilities may be forwarded if interested. The below is a "high-level" overview of duties / responsibilities with recognition that said duties / responsibilities and programs may change over time:

1. Primary Responsibility:

- a. Weekly Communications / Calendar / Handbook / Brochures / Video Editing
- b. Relational Ministry: Develop strong relational bonds with male participants and communicate with participants and parents (texts, emails, one-on-one meetings, etc.)
- c. Planning / Records Review: Update and manage attendance, database, records, events and compliance records



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d. Other Weekly Tasks: Pick up items needed for teaching, games, arrange meals, events, etc.

2. Collaborative with Fellow Youth Director:

- a. Staff Meetings
- b. Weekly Communications
- c. Sunday School: Teaching Preparation and Lead / Supervise Weekly Sunday School
- d. Wednesday Night Programming / Summer Bible Study
- e. Sunday Worship
- f. Relational Ministry
- g. Leadership Development: Intern Mentorship / Secure Volunteer Leaders
- h. Other Weekly Tasks: Birdseye view of ministry, strategy and Expense Reports
- i. Other duties as assigned

POSITION SPECIFICATIONS

Minimum Education: 4-Year Degree Required

Minimum Knowledge:

- A living faith in Jesus Christ
- A Biblically oriented, relationship-driven leader with a heart for ministry and for students
- Experience in leading youth groups, and evident knowledge of youth ministry/culture
- A desire to both lead and serve
- An enthusiastic and innovative leader who can recruit, motivate, mentor and guide a dedicated group of youth workers/volunteers/interns
- An attentiveness to his/her own spiritual, physical, and emotional well-being
- The ability to engage youth members and staff at relevant church and secular social events (e.g., sporting events, plays, etc.)
- Demonstrated leadership, presentation, communication, and organizational skills
- Ethical conduct
- Stress management and composure
- Teamwork orientation
- Proficiency in various computer software programs including: Microsoft Office (Excel, Word, Outlook), database management and other church business applications
- Ability to work independently with little or no supervision
- Expected to carry out all reasonable requests by Session which the employee is capable of performing
- Knowledge of and comfort with a wide range of Christian traditions
- Pastoral skills: home and hospital visitation, congregational care
- Passion for serving the church
- Maintain equipment and supplies to avoid waste, damage to areas and equipment, and to prevent accidents

SEQUOYAH HILLS PRESBYTERIAN CHURCH

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(865) 522-9804 | info@sequoyahchurch.org

<http://www.sequoyahchurch.org/>



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- Maintain confidentiality of employee and church proprietary and membership information
- Employees must report all hours worked accurately and honestly

Minimum Experience:

- Minimum of 2 years of pastoral experience in a church setting
- This is currently a non-ordained position; all Christian denominations are welcome, but must appreciate and be willing to honor our Presbyterian heritage

This position description is designed to provide guidelines and direction for accomplishing church and individual goals and objectives. It covers the essential responsibilities and activities involved in the effective execution of this position. It is not meant to be all-encompassing or all-inclusive. All position duties and responsibilities must be performed within the guidelines of the Church Employee Handbook as well as established policies and procedures.

PHYSICAL REQUIREMENTS

Must be able to navigate throughout the building. Must be able to hear and communicate well. Must have good eye-hand coordination and finger movement for use in computer software programs. Must be able to lift approximately 20 pound boxes holding supplies, etc. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ADDITIONAL INFORMATION

Notice: The preceding position description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Duties, responsibilities, and activities may change at any time with or without notice.

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