## DIRECTOR OF YOUTH AND ADULT DISCIPLESHIP JOB DESCRIPTION

***Summary of Position:***

The Director of Youth and Adult Discipleship is responsible for helping connect community members to one another in service and relationship, for creating small group ministry experiences that carry believers deeper into scripture and relationship than Sunday morning alone can provide, and for leading Lakeside teens and their friends in a ministry designed to help them develop Faith in, and build a personal relationship with Jesus Christ.

***Duties and Responsibilities in the Area of Youth Ministries:***

* Lead a Biblically based program in line with the mission of helping Lakeside teens and their friends take Faith in Jesus personally and seriously (with the appropriate mix of community-building/fellowship, discipleship, and service/ministry activities).
* Plan and facilitate weekly group events throughout the year for high school age, with additional planning and involvement of middle school students where appropriate.
* Recruit, support, empower, and guide leaders of Lakeside Student Ministries.
* Actively seek out students and provide counseling and mentoring for those demonstrating need.
* Stay abreast of current culture to remain effective and relevant.
* Establish measurable goals to gauge the effectiveness of Student Ministries.
* Plan, fundraise for, and execute at least 1 special trip or retreat per year for high school students.
* Develop an annual youth ministry budget and submit it to the finance committee in October.
* Form ongoing strategic vision for youth ministry at Lakeside.

***Duties and Responsibilities in the Area of Adult Ministries:***

* Build, promote, and execute small group experiences oriented toward scriptural engagement and prayer in the context of community. Groups are initially planned to launch in 8-12 week modules with weekly meetings.
* Evaluate these small group modules against our stated mission, vision, and values. Make adjustments and recommend changes in our approach as needed.
* Recruit, develop, and support leaders to run successful small group experiences.
* Identify or author resources for small group study in collaboration with the Pastor, vertically integrating them with sermon series’ where possible and advantageous.
* Help connect new members in the body-life of the church through service and small group engagement.
* Serve various committee and team leaders by assisting them in recruitment of necessary volunteers and sub-leaders.
* Partner with the pastor in identifying, recruiting and, where necessary, training of church committee leaders.
* Exercise hospitality on Sunday mornings before and after services, being especially mindful of visitors in order to both connect them to nursery and kids ministries as well as to assist in their introduction to existing community members.
* Stay abreast of current curriculums that are out on the market.
* Develop an annual budget for small group ministries and materials.
* Plan and execute at least one week of study leave for personal and professional growth through reading, networking, and attending seminars/workshops.

***Specific Skills/Talents:***

* A vibrant love for the Lord, for the church, for the community, and for lost people is required.
* A keen eye for giftedness in others and team-building skills.
* An understanding of the various stages of spiritual development and life-issues adults and teens face is required.
* A demonstrated track record of excellent relational ministry and general relational skills.
* Ability to inspire, recruit, and train groups of volunteers, as well as supervise ministry leaders is required.
* Be proficient at developing and promoting an effective ministry plan and casting vision for that plan/program (examples of an effective ministry plan at previous church(s) preferred).
* Knowledgeable of and committed to the Reformed faith.
* Committed to Lakeside’s vision and values, and the ability to model this before others is required.
* Ability to work collaboratively and creatively with both believers and non-believers

***Time Commitment***: Full-time

\*\*\*Membership in Lakeside Community Church is a requirement.

***Accountability:***

* Weekly strategic meetings for prayer and planning with the pastor.
* Accountable to the Council through the pastor.
* Pastor will conduct annual review over the summer to be reviewed by Council.
* Any changes to the job description will be approved by Church Council.

***Compensation/Salary:***

* In addition to an annual salary and mileage allowance, health benefits will be provided.
* Registration fees for conferences/seminars requested by requested by the Director of Youth and Adult Discipleship and approved by the elders will be covered by the church.
* Annual funds for supplies/materials will be provided for small group program materials as well as for necessary training events.