**Associate Pastor for Ministry to Younger members**

**Position Description**

**Adopted: May 2014**

**Preamble:**

The position of Associate Pastor for Ministry to Younger Members arises out of the ***Mission Statement, The Declared Core Ministry Values*** and the ***Vision Statement*** adopted by the congregation of CCRCC.

1. **Position Type:** Full-time Paid Staff position
2. **Immediate Supervisor**: Lead Pastor

# Overall Function: The person who accepts the call to fill this position is expected to oversee the Ministry to Younger Members of the Cornerstone Christian Reformed Church of Chilliwack.

For purposes of implementation of this position the following is agreed to:

1. **Ministry Divisions**: The ministry divisions are as follows:
	1. Children: ages 0-9 inclusive
	2. Youth: ages 10-18 inclusive
	3. Single Adult: ages 19-30 inclusive.
2. **Style:** The overall style of the ministry is to be ***“Relational”*** in nature based on the ***“Walk with Me”*** plan adopted by Synod 1992.
3. **Focus:** The focus of the activities will be on ***“Discipling”.*** (cf C.O. Art. 63)

Ministry leaders will come alongside the Youth and Children, building intentional relationships in order to:

* 1. Nurture their personal faith and trust in Jesus Christ as Saviour and Lord.
	2. Prepare them to profess their faith publicly.
	3. Equip and empower them to assume their Christian responsibilities in the church and in the world.
	4. Challenge them to active participation in the life of the Christian Reformed Church.

# Specific Responsibilities

1. **Ministry Planning:** (approx. 15%) (Done mainly during the months of May- August)
	1. Cast the vision, in keeping with the Ministry Plan, for the Youth and Children’s Ministries to church leaders and the congregation.
	2. Recruit, equip, deploy and coach leaders and leadership teams for Youth and Children’s Ministries.
	3. Effectively work with the appropriate committees, teams and staff to enact all applicable policies (i.e. Abuse Prevention) and to effectively carry out the ministry plans of the congregation.
	4. Develop and implement effective publicity for Youth and Children’s ministry programs and events
2. **Children’s Ministry:** Work with the ministry leaders to: (approx 5%)
	1. Apply the Ministry Plan.
	2. Adopt or develop effective discipling programs and curriculum.
	3. Recruit, equip, deploy and coach ministry coordinators.
	4. Plan and coordinate activities.
	5. Encourage, in conjunction with the church leadership, the participation of all covenant youth in the programs.
3. **Youth Ministry:** (Includes GEMS and Cadets) Work with the ministry leaders to: (approx. 30%)
	1. Apply the Ministry Plan
	2. Adopt or develop effective discipling programs and curriculum.
	3. Recruit, equip, deploy and coach ministry coordinators.
	4. Plan and coordinate group activities. ( i.e. Camping/ biking etc)
	5. Connect with families and students to:
		1. Address Pastoral Concerns
		2. Build enthusiasm for Youth Ministries,
		3. Encourage, in conjunction with the church leadership, those whose covenant youth are not active in the youth ministry programs.
	6. Oversee and coordinate mission trip(s) and other service opportunities.
4. **Single Adult Ministry** (approx. 30%)
	1. Apply the Ministry Plan
	2. Provide direction and consultation in the selection of relevant curriculum for discipleship studies.
	3. Recruit, equip, deploy and coach ministry coordinators.
	4. Oversee strategic planning, goal setting, resource development, and group events and service projects aimed at attracting single adults and keeping them involved at a high level thereby contributing to the achievement of the discipling goals.
5. **Congregational Ministries**: (approx.20%)
	1. Public Worship:
		1. Participate as the liturgist or preacher in accordance with the schedule agreed to by the pastoral staff. (The plan, subject to negotiation, is to initially have an 80%-20% split of the preaching assignment.)
		2. Participate in other events (weddings/ funerals etc.) as needed and agreed upon within staff meetings and in consultation with consistory where needed.
	2. Pastoral Care:
		1. Ordinarily overall pastoral care planning and administration resides with the Lead Pastor.
		2. The Pastor for Youth and Children’s ministry will ordinarily assume primary care for youth and for those families who have youth at home

 (Ages 10-18)

* + 1. Specific assignments by the Lead Pastor and/or the consistory may be made as required.

# Administrative Responsibilities: (Time for this is assumed to take place as part of ministry planning)

* 1. Submit monthly written reports to the Executive Council that highlight the activities of the ministry, the challenges, the goal achievements and key upcoming plans.
	2. Work with administration to develop, submit, and be accountable for the budget of the ministry. Exercise and promote stewardship in the expenditure of funds.
	3. Submit goals for the ministry once a year in conjunction with other staff.
	4. Participate in staff meetings and other meetings as scheduled and required.
	5. Develop strong relationships with other youth pastors, both Christian Reformed and other churches, to encourage greater interaction of the leaders and youth and to leverage the strengths, as appropriate, of other youth leaders.

# Qualifications

* 1. A public commitment to Jesus as Saviour and Lord.
	2. Membership the Christian Reformed Church involving a public commitment to the Reformed Creeds and Ecumenical Confessions.
	3. A public commitment to The Mission Statement, The Declared Core Ministry Values and the Vision Statement of The Chilliwack Christian Reformed Church.
	4. Completion of a Bachelor of Arts or equivalent degree with formal courses in areas such as Educational Psychology, Adolescent Psychology.
	5. Theological Training and practical experience in youth programs.
	6. Be committed to learning and developing skills and gifts (conferences, book studies, etc.)
	7. A passion for children and youth and for leading them to grow in their personal walk with God.
	8. Ability to recruit, equip, coach and deploy others for the work of ministry.
	9. A team player who is able, and willing, to work in a staff setting.
	10. Adheres to the Employee polices that have been developed and adopted by the Council, and which the Pastor for Ministry to Younger Members acknowledges receiving.
1. **EVALUATION**
	1. The work quality will be evaluated on an ongoing basis by the Lead pastor in accordance with this Position Description and the Employment policies
	2. An annual review will take place under the auspices of the Executive Council or Personnel Committee
2. **OTHER RESPONSIBILITIES**

In consultation with the Lead Pastor, and /or the council, assumes any other responsibilities that may be assigned.