

Mt. Zion Baptist Church
Job Description
Revised: August 2015

Job Title: Associate Pastor of Families, Youth, and Children
Department: Ministerial Staff
Position Status: Full-Time

SUMMARY

The Associate Pastor of Families, Youth, and Children will be responsible to the Senior Pastor for the development and promotion of families, youth and children's ministry programs and functions. He is called of God, adequately trained, and called by the church to articulate a vision and mission of the church to the families, youth and children. The Associate Pastor of Families, Youth, and Children shall lead by example and represent Christ and His church well in the community.

LEADERSHIP

1. Study and proclaim the Word of God and serve as leader/teacher/preacher of the scripture to the congregation.
2. **Lead worship services and Bible studies in Senior Pastor's absence when required.**
3. Lead and equip the youth and children to support the ministries of the church.
4. Provide coordination and communication of youth and children's programs with the Senior Pastor, the Church Council, and appropriate leaders and committees to facilitate the planning, publicity, and participation.
5. **Work with the Pastor in planning and leading special programs, Bible studies and other events geared to building discipleship with the family units.**
6. Exhibit a high level of trust, integrity, confidentiality, tact, and diplomacy in dealing with people.

ADMINISTRATION

1. Direct the youth and children's ministries of the church (i.e. VBS, Preschool and Children's Worship, Youth Bible Studies, Bible Drills, etc.)
2. **Promote the church fellowship and outreach in the community through programs and activities such as block parties, sports teams, picnics, etc.**
3. Coordinate Youth Council and Children's Committees.
4. Assess the current effectiveness of the children's and youth ministries, implementing change where necessary.

RELATIONSHIPS

1. Work closely with the Pastor and church staff to ensure a Christ-centered and Bible-based approach to ministry.
2. Set a positive example for others by living as an authentic witness of Christ.
3. Offer pastoral care and encouragement to children, youth, and their families.

4. **Make visits in the community (hospital, shut-ins, prospects, and other areas as coordinated with the Pastor and other ministers).**

GENERAL JOB REQUIREMENTS

The following is a list of general responsibilities. The list is not all inclusive, but rather a sampling of the types of work and responsibilities intended for this position.

Youth:

1. Work with and through the Youth Council to plan, promote, and conduct special activities for the youth. These activities include, but not limited to:
 - Retreats and camps
 - Fellowships and recreational activities
 - Dramas and musicals
 - Mission activities and trips
 - Youth led church services
 - Recognition of graduates
2. Prepare and teach bible studies for the youth meetings on Sunday and Wednesday nights.
3. Promote and participate in visitation and enlistment of youth for youth organizations.
4. Participate in the associational youth programs as time permits.
5. Counsel with youth to help them in their Christian lives and spiritual growth.
6. Participate in visitation of youth and families.
7. Work with Nominating Committee in the enlistment of members for leadership in youth organizations.
8. Encourage youth to be involved in the total church program.
9. Model the qualifications of an elder (1 Timothy 3:1-7; 1 Peter 5:1-4; Titus 1:6-9).
10. Model biblical family life (if married) or faithful celibacy (if single) before the body.
11. Model biblical integrity of all things.
12. Model biblical humility and putting the needs of others above one's own.
13. Alignment with vision, mission, and doctrinal statement of Mount Zion Baptist Church.

Children:

1. Work with and through the Children's Committee to plan, promote, and conduct special activities for the children. These activities include, but are not limited to:
 - Summer camp and share service
 - Fellowships and recreational activities
 - Mission activities
 - Specialized age appropriate activities (such as preschool activities).
2. Organize and enlist volunteers to lead in the Sunday night children's meeting times, which include Children's Worship during the summer months and Bible Drills during the fall and spring months.
3. Participate in visitation of children and families.

4. Participate in the associational Children's Programs as time permits.
5. Counsel with children to help them in their Christian lives and spiritual growth.
6. Encourage children to be involved in the total church program.

EDUCATIONAL REQUIREMENTS

1. Minimum: Bachelor's degree from an approved college or seminary with 3+ years of experience.
2. Preferred: Master's degree in Pastoral Care with focus in family ministry, or Christian education from an approved college or seminary with 5+ years of ministry experience with youth and children

DISCLAIMER

The above information 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.

I understand and acknowledge receipt of this job description:

Employee Signature _____ Date _____