

Overview

The Director of Youth Ministry + Digital Media holds two sets of responsibilities for First United Presbyterian Church (FUPC.)

The first set of responsibilities encompasses the planning and leading of opportunities that engage 6th-12th grade students in meaningful worship, active discipleship, faithful service, and nurturing fellowship. The primary goals of this part of the role center on equipping a team of leaders dedicated to walking with young people as they learn and experience what it means to follow Jesus.

The second set of responsibilities involves the creation and development of digital media for the entire church body. The primary goals of this part of the role are grounded in the overarching purpose of the church – to reach, inform, and engage the community and the congregation in the happenings and offerings of FUPC.

YOUTH MINISTRY

Director of Youth Ministry: Snapshot

At the end of the day, if the Director of Youth Ministry has safe, healthy relationships with students, is connecting them to others who follow Jesus, and creating spaces of community where they feel safe to be themselves and experience the love of God from the body of Christ – they're doing their job.

Youth Ministry: Objectives

There are three goals that support dedicating resources towards ministry specifically tailored to connect with youth (6th-12th grade students) at First United Presbyterian Church:

- Goal #1: Students will acquire a knowledge of Christ that is applicable to their lives and informs the way they live.
- Goal #2: Students will encounter the love of Christ through the community of FUPC and experience a place where they are safe and a people who know, support, and care about them.
- Goal #3: Students will step into an active role of serving Christ and grow in their faith and trust of Him as they help build His Kingdom.

Director of Youth Ministry: Expectations

The Director of Youth Ministry will be an empowering team leader who enjoys time with students and aligns youth ministry opportunities with the overarching vision of the church. Essential to this work is an approach that keeps in mind the following cultural standards:

- (1) Clear communication with all stakeholders
- (2) Humble receptivity to constructive feedback
- (3) Collaborative planning and shared preparation to join in the continued work of disciples making disciples
- (4) Strict adherence to child safety policies
- (5) Fun is important and grace is imperative

Director of Youth Ministry: Areas of Responsibility

LEADERSHIP and ADMINISTRATION

- Recruit, train, equip, and coordinate volunteer leaders, building a team of invested stakeholders who nurture, care for, and enjoy engaging with students.
- Communicate clearly and effectively, through multiple mediums, with all stakeholders connected with the youth ministry (*volunteers, parents, staff, students, church, community*).
- Create and shepherd a student ministry leadership team, fostering pathways of integration for student leaders to actively participate in the leadership opportunities of other ministries.
- Order, update, collect, and manage all paperwork necessary for safe and secure participation of a student in the ministry.
- Update, teach, model, and implement policies and procedures established to help ensure a safe and secure setting for all participants who engage with the ministry.
- Provide thoughtful, caring, clear discipline and follow-up when an individual is hindering the safety and security of the ministry setting – or those who are a part.
- Draft and steward the annual budget of the youth ministry with honesty and integrity.

VISION and CREATIVE PROGRAMMING

- Map out the long-term scope and sequence of discipleship opportunities for students from 6th-12th grades, incorporating weekly times of connection, seasonal events of community building and service, and leadership opportunities throughout the six years in the ministry.
- Plan and oversee the weekly opportunities for connection and faith formation.
- Create intergenerational and cross-ministerial opportunities in which students can participate.
- Collaborate with related community networks, school affiliates, and other local entities whose mission it is to serve and love neighbors.
- Develop a calendar of events that offer concentrated times together that differ from the weekly offerings, leading and coordinating leadership for these opportunities.

BUILDING RELATIONSHIPS and BRIDGES

- Recruit, raise up, train, equip, and partner with volunteer leaders and fellow disciplers who are willing to pour into students and walk in ways that help lead them to life abundant.
- Meet with and walk alongside all students in 6th-12th grades connected with or who have interest in the community of FUPC.
- Communicate with, pray for, partner with, and equip parents and guardians with 6th-12th grade students who are connected with the community of FUPC.
- Collaborate, support, and pray for fellow staff members, teammates, and colleagues.
- Build bridges of connection with (on-ramps) community networks, praying for the shared mission and supporting and integrating in service from time to time.

SPIRITUAL NURTURING and CARE

- Disciple, provide care for, pray for, and foster relationships with students, both individually and in smaller group settings.
- Create quarterly fellowship opportunities for community building amongst volunteers.
- Meet one-on-one with each volunteer at least semesterly.
- Partner with the pastors to care for and support parents and guardians of students.

HEALTHY CONNECTIONS

- Attend worship weekly with FUPC.
- Be present at all full-church events.
- Intentionally hold a visible role in the worship setting or a larger church gathering on a regular basis (as determined with pastoral leadership).
- Meet monthly with the pastor, one-on-one.
- Attend staff meetings weekly.
- Be present and accessible to families and students during times that are convenient to them each week.
- Ensure at least one volunteer knows how to carry out every responsibility connected with the student ministry – and that which volunteer knows which responsibility is known to others on the team and in church leadership.

DIGITAL MEDIA

Director of Digital Media: Snapshot

At the end of the day, if the Director of Digital Media is creating content that aligns with the overall vision and purpose of the church, delivering that content in a way that reaches the community and congregation so that they can engage in the life of the church, they work well with others, and are utilizing the technology available (and informing updates when necessary) – they're doing their job.

Digital Media Ministry: Objectives

There are three goals that support dedicating resources towards ministry specifically tailored to communicating digitally to the community and congregation connected to FUPC:

Goal #1: People will be informed in clear, understandable language.

Goal #2: The church will have a presence in all the places and platforms people exist and through similar mediums and means, staying relevant and within reach to anyone from any walk of life.

Goal #3: Through consistent presence, clear communication, and promotion of possibilities, people will be compelled to engage in the life of the church.

Director of Digital Media: Expectations

The Director of Digital Media will be an empowering team leader who enjoys creating communication resources that aim to reach others and engage more individuals in the life of the church. Essential to this work is an approach that thoughtfully cares for and takes into account the following people groups:

- (1) Stakeholders of all life stages who will receive the information
- (2) Teams of volunteers who will assist in the distribution of the digital media
- (3) Collaborators who will inform the digital media by preparing content and give input to design, layout, and distribution
- (4) Colleagues who will contribute to the coordination and technical support of different mediums
- (5) Professional networks and affiliate supports who can advise on best practices

Director of Digital Media: Areas of Responsibility

LEADERSHIP and ADMINISTRATION

- Recruit, train, equip, and coordinate volunteer leaders, building a team of knowledgeable practitioners who can carry out the work of the digital media ministry.

- Communicate clearly and effectively with all stakeholders connected with the digital media ministry to help ensure minimal interruption to its strategy.
- Order, update, collect, and manage all paperwork necessary for safe and secure participation in the ministry.
- Update, teach, model, and implement the procedures and practices that are the best fit to the culture and goals of FUPC.
- Provide thoughtful, caring, clear discipline and follow-up when an individual is hindering the safety, security, and system of the ministry setting – or those who are a part.
- Draft and steward the annual budget of the digital media ministry with honesty and integrity.

VISION and CREATIVE PROGRAMMING

- Map out the long-term strategy and approach for digital media, complete with quarterly goals, annual benchmarks, and creative solutions for potential hurdles along the way.
- Assist in the planning of the seasonal themes, overarching rhythm and flow of communication, and consistent brand / vibe / culture / ethos of FUPC.
- Create and disseminate accordingly the weekly digital media components across multiple mediums.
- Develop an understandable calendar of digital media output with step-by-step checkpoints that's available to all stakeholders who hold a role in this ministry.

BUILDING RELATIONSHIPS and BRIDGES

- Recruit, raise up, train, equip, and partner with volunteer leaders who are willing to invest time, presence, and resources into the digital media ministry.
- Meet with and walk alongside those wanting to learn how to be value-added in this work.
- Connect with other ministry leaders, affiliated networks, and related communities who also engaged in digital media work.
- Collaborate, support, and pray for fellow staff members, teammates, and colleagues.

SPIRITUAL NURTURING and CARE

- Disciple, provide care for, pray for, and foster relationships with digital ministry teammates.
- Create quarterly fellowship opportunities for community building amongst volunteers.
- Meet one-on-one with each volunteer at least semesterly.

HEALTHY CONNECTIONS

- Attend worship weekly with FUPC.
- Meet monthly with the pastor, one-on-one.
- Attend staff meetings weekly.
- Ensure at least one volunteer knows how to carry out every responsibility connected with the student ministry – and that which volunteer knows which responsibility is known to others on the team and in church leadership.

Qualifications

- Bachelor's degree preferred in a related field
- Skilled in most (if not all) of the following programs and applications:
 - Canva
 - MediaShout (or related worship display application)

- Zoom
- Microsoft 360 applications
- MailChimp
- Planning Center
- all social media platforms
- other relevant computer software

- Experience with
 - molding ministries towards sustainability
 - team equipping and delegation
 - child and adolescent development
 - faith formation across life stages
 - communicating via digital mediums

- Exhibits skills in
 - organization
 - communication
 - innovation
 - relatability across generations
 - digital media creation and development

- Displays characteristics of
 - strong work ethic
 - flexibility
 - supportive leadership
 - collaboration and connection with colleagues
 - joy

- A theology that celebrates and values all people