POSITION DESCRIPTION – ASSISTANT YOUTH PASTOR

POSITION IDENTIFICATION

Position Title:	Assistant Youth Pastor
Reports to:	Youth Minister (Benjamin Razey), Discipleship Minister (Patrick Jones)
Employment Status:	4-5 days per week (30.4-38 hours)
Ordinary days/hours of Work:	Tuesday 9-5 Wednesday 9-5 Thursday 9-5 Friday 3-11 Sundays 9-12, 5-10

POSITION OBJECTIVE

To provide effective administrative, communication and resource support for St Paul's Youth Ministries, contributing to the church's strategy of bringing people to Christ, building them up in Christ and sending them out for Christ.

In partnership with the Youth Ministry team and parents, the role will support the discipleship of youth through well-organised ministry programs, quality resources and clear, engaging communication with parents. The role will seek to strengthen our partnership with parents and equip them to play an active role in the discipleship of their children.

KEY TASKS / RESPONSIBILITIES	DESCRIPTION
1. Spiritual Leadership, Self-Care and Pastoral Ministry	• Maintain personal spiritual, emotional and professional health and model godly leadership. • Provide pastoral care and appropriate behavioural escalation for youth, youth leaders and families. • Alongside the Youth Minister, oversee mandatory reporting and respond appropriately to serious pastoral matters. • Participate in baptisms, funerals and other pastoral responsibilities as appropriate.
2. Youth Ministry Vision, Strategy and Discipleship	• Work collaboratively with the Youth Minister and Youth Leadership Team to develop and implement the vision, mission and strategy for Youth Ministry within the broader vision of SPCH. • Support the Youth Minister in the development and execution of the Youth Ministry Plan. • Help equip and empower young people to become Christ-centred, lifelong disciples who serve Jesus. • Contribute a Youth Ministry perspective to staff meetings and broader SPCH ministry planning. • Work with the Youth Minister and Young Adults Pastor to develop effective discipleship and transition pathways from Youth to Young Adults Ministry.
3. Leadership Development and Team Oversight	• Recruit, develop, equip, deploy and pastorally care for leaders across Youth and D-Team Ministries. • Lead and care for female Youth Lead Team members. • Support the oversight and direction of Youth Team and Lead Team meetings.

	• Oversee the development and implementation of the Youth Leaders Manual and induction of new leaders. • Alongside the Youth Minster, oversee the training, development and responsibilities of Youth Interns when applicable. • Assist in the recruitment and training of Year 6 D-Team leaders.
4. Youth Programs, Events and D-Teams	• Contribute to the growth and flourishing of Crossfire, ImpaKCt, Hills Chillz and D-Teams through effective planning, leadership and delivery. • Support the Youth Minister in planning Crossfire terms, communicating programs and coordinating teams, leaders and volunteers. • Lead or contribute to the planning and execution of major youth events, including task allocation, team coordination and partner-church liaison where required. • Coordinate D-Team times and locations and contribute to the development and editing of D-Team studies. • Lead and coordinate Leaders Crossfire, including the development of the theme, appointment and preparation of speakers, and oversight of event tasks.
5. Preaching, Sunday and Schools Ministry	• Serve strategically on the preaching team under the leadership of the Senior Minister, including preaching at SPCH services and St James as required. • Contribute to Sunday services through service leadership and other ministry responsibilities as required. • Alongside the Youth Minister, oversee the development of youth sermon series and the training and rostering of the youth preaching team. • Preach and participate in schools ministry opportunities as requested. • Identify and develop opportunities for SPCH to engage with public schools and lead the implementation of agreed initiatives.
6. Pastoral Care, Family Engagement and Safeguarding	• Ensure appropriate pastoral and behavioural support is provided to students and leaders. • Build effective relationships with parents and communicate appropriately regarding youth ministry matters. • Partner with parents in the discipleship and pastoral care of young people. • Ensure Safe Ministry requirements, student attendance, risk assessments and incident reporting are maintained across Youth Ministry. • Ensure incidents and relevant documentation are appropriately recorded, followed up and filed.
7. Collaboration and Broader SPCH Ministry	• Work collaboratively with the Youth Minister, Young Adults Pastor, Discipleship Team, staff and other ministry leaders to strengthen ministry across SPCH. • Contribute to the overall mission of SPCH through leadership and expertise in Youth Ministry. • Support ministry partnerships and relationships with other churches and organisations where relevant. • Participate in broader SPCH ministry initiatives and responsibilities as required.

Please note that Key Tasks / Responsibilities may change as set by the Senior Minister and Wardens.

GENERAL

All staff are expected to:

- Be actively engaged in the life of St Paul's church, through regularly attending a service and small group. Part-time staff are expected to attend two services across a Sunday – usually 10am and 6pm.
- Agree with SPCH Vision, Mission & Statement of beliefs (https://stpauls.church/what-we-believe/)
- Ensure St Paul's is always represented professionally and responsibly.
- Treat all staff, church members, and visitors with respect and dignity.
- View their role as a part of the whole mission and ministry of St Paul's, not in isolation.
- Attend weekly staff meetings.

POSITION REQUIREMENTS

Character:

- **Devotion and Godliness -** Before all else, personally devoted to God and striving to represent Him in all actions.
- **Humility -** Looking to grow in all areas and able to work alongside a team blessed with diverse giftings.
- **Conviction -** A strong desire to see young adults come to know God, grow in faith, and lead others to God.
- **Work ethic -** Consistent and reliable.

Qualifications:

- Hold a current WWCC (employed).
- Complete the Diocesan Safe Ministry Course (online, refreshed every 3 years).
- Complete a SMC (Safe Ministry Check)
- Theological diploma or higher, or study towards it in progress.

Competencies & Experience:

- Proven capacity in leading large teams.
- Strong teaching and preaching skills.
- Ability to work independently and as part of a team.
- Ability to connect across generations.
- Ability to pastorally care for leaders of leaders.
- Ability to think creatively.
- Ability to problem solve.
- Excellent organizational and time-management skills.
- Ability to handle multiple tasks and prioritize effectively.
- Ability to engage pastorally with young people.
- Ability to oversee and execute administrative tasks effectively.

ORGANISATIONAL RELATIONSHIPS / AUTHORITY

Reports to:
Youth Minister, Discipleship Minister

Manages:
Youth Interns, Youth leadership team, ImpaKCt team, Youth preaching team, Youth D-Team leaders

Key Relationships:
Senior Minister, Discipleship Minister, Youth Minister, Young Adults Team, Kids Team, Connect Team, Key Volunteers

WORKPLACE HEALTH AND SAFETY

All employees are responsible and accountable for:

- Compliance with workplace policies and procedures for risk identification, risk assessment and risk control.
- Active participation in activities associated with the management of workplace health and safety.
- Identification and reporting of health and safety risks, accidents, incidents, injuries, and property damage at the workplace.
- Correct utilisation of appropriate personal protective equipment where required.

REMUNERATION

Remuneration for this role is in line with Diocesan recommendations.