**Pastoral Associate for Youth, College & Career**

Forest Hills Presbyterian is a vibrant and growing church that offers many different opportunities for ministry and service. We welcome the gifts and talents of everyone and encourage our members to respond to God’s call to serve in our church, our community and our world.

**PURPOSE:** Primary responsibility is for the development and implementation of all programs and activities for youth and young adults from Middle School through College/Career. Must be able to effectively lead and develop a strong Youth and College/Career Ministries and meaningful outreach opportunities for these groups.

**MINIMUM QUALIFICATIONS:**

* Bachelor of Arts or Science Degree
* Masters of Divinity Degree, preferred
* Experience working with youth and college/career in a Christian setting
* Willingness to investigate and create meaningful outreach opportunities for these groups.
* Possess strong organization and leadership skills to work with and organize a number of volunteer leaders

**HOURS:** 40 hours per week.

**COMPENSATION AND BENEFITS:**

1. Benefits are as specified in the Forest Hills Presbyterian Church Personnel Policies and Procedures Manual. Compensation is commensurate with experience and talents.

**ACCOUNTABILITY:**

1. Supervision:
2. The Pastor of the Church is the Head of Staff, and the Pastoral Associate works under the direction of the Pastor. As a member of the church staff, the Pastoral Associate always has access to the Personnel Committee for support.

# Job Performance evaluation and Review:

1. The Pastor, Christian Education, Outreach and Personnel Committees will perform an annual performance review. This review is to be completed by September 30 each year. The purpose of the review is to evaluate performance, determine strengths and/or weaknesses, and provide opportunity for growth
2. Criteria: Performance appraisal forms

 Interview with supervisor

**Pastoral Associate for Youth, College & Career**

**DUTIES AND RESPONSIBILITIES:**

1. General duties:
2. Program planning and development for Youth and College/Career ministries.
3. Provide leadership in identifying, training, and developing lay leaders for Youth and College/Career.
4. Create innovative worship and outreach opportunities for Youth and College/Career. Coordinate and teach Confirmation Class every other year or as the class is needed.
5. Provide regular communication with Pastor and Office Manager regarding schedules and programs.
6. Pastoral liaison with to Christian Education and Outreach Committees.

**DUTIES AND RESPONSIBILITIES:**

## Specific responsibilities in addition to youth and college/career:

1. Assist in leading worship and in the administration of the Sacraments,
2. Preach on a regular / monthly basis (10-12 times per year)
3. Be available for pastoral counsel and consultation with church members as requested and needed.
4. Share with the pastor in the ministry of pastoral care to shut-ins and those in the hospital.
5. Be available to officiate at weddings, funerals, and baptisms as requested by members or when designated by the pastor.