

[Church Name]
Youth Pastor Job Description (Sample)

Job Title: Youth Pastor
Reports To: Pastor(s)
Position Status: Full-Time/Part-Time

Purpose:

The Youth Pastor is responsible for designing, coordinating and overseeing a comprehensive youth ministry program focused on building young disciples for Christ. Areas of focus include group building, worship, discipleship, mission, and outreach. Serve as an engaging spiritual leader and role model with strong biblical background.

Responsibilities:

- Serve as youth advocate. On a regular basis, educating and enlightening the congregation about the hopes, concerns and needs of the youth in the local church and community.
- Collaborate with church leaders in planning, developing and implementing all aspects of a balanced and engaging youth ministry.
- Research resources and make recommendations for developing the youth ministry programming.
- Pursue and participate in continuing education events and training opportunities within youth ministry practices.
- Recruit and train volunteers to work in all aspects of youth ministry.
- Ensure adequate volunteer support and adult to youth ratios.
- Maintain accurate records of youth participation.
- Manage and compile youth ministry budget for reporting purposes.
- Communicate with church leadership, staff, parents and congregation in a timely manner utilizing available resources (email, website, bulletin, newsletter, bulletin board, etc.).
- Maintain a flexible schedule that allows for approved and scheduled sit visits with youth in variety of ways (i.e., attendance at extracurricular activities, times of crisis, etc.).
- Collaborate with church staff members in a cohesive and open team environment.
- Mentor youth and provide counseling and spiritual direction that aligns with church ministry strategy and plans.
- Preach and teach biblically sound sermons and Bible studies as assigned by the Senior Pastor.
- Provide oversight and direct supervision to volunteer youth leaders, youth ministry leaders and other staff and volunteers.
- Perform other ministry tasks as assigned by the Senior Pastor.
- Regular and reliable attendance is required in performance of job.

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Experience:

Prefer 2 to 4 years of experience in youth mentoring, youth counseling, youth development plus the following job-related experience:

- Experience developing, organizing and effectively managing youth programs.
- Experience effectively working with children, teenagers, young adults and diverse groups.
- Experience exhibiting a personal and growing relationship with God.
- Experience and training related to:
 - Organizing volunteer efforts
 - Public relations
 - Leadership skills
 - Exercising discretion with confidential information
 - Program/meeting planning
- Experience coordinating activities and compiling and/or disseminating information related to youth programs/events, civic activities, meeting/travel arrangements, etc.
- Excellent written and verbal communication skills, conflict management skills and computer skills.
- Experience interacting, advising and communicating effectively.
- Experience reading, interpreting, editing and/or extracting information from various sources including policies and procedures, program guidelines, manuals, reports, contacts, invoices and correspondence.

I have read and received a copy of my job description. I understand this overrides anything I have been given or told in the past. I further understand that I am expected to follow my job as outlined above, and that if I have any questions concerning what is expected of me, I will speak with my immediate supervisor identified above.

Signature [Youth Pastor]

Date

Revised: _____