



Providence

CITY

Why is this Job Description being written?				<input type="checkbox"/> New Position <input type="checkbox"/> Replacement Position <input checked="" type="checkbox"/> Position re-designed <input type="checkbox"/> Position not previously described			
POSITION DETAILS:		Position Title:		ASSISTANT PASTOR - YOUTH			
Division:		Pastoral Staff		Department:		Maturity	
Position reports to:		Maturity pastor					
Location:		Providence City					
Days		0.5 FTE (2.5 days per week)					
POSITION PURPOSE:							
The Assistant Pastor (Youth) will work to see the youth of Providence City and their friends come to know and love the Lord Jesus, grow as his disciples, and become full members in the life of Providence City. In consultation with the senior staff team, the pastor for youth will develop a vision for the discipleship of youth at Providence City and will oversee and lead the ProvYouth ministry team.							



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KEY RESPONSIBILITY AREAS:

Key Position Accountabilities	Inputs:	Outputs:
ProvYouth: Lead & Organise youth programs	<ul style="list-style-type: none"> • Planning content and curriculum for year, term, and week that fosters discipleship of youth and encourages mission. • Implementing youth program each week, including set-up and pack-up. • Leading or assisting Bible study / talk each week. • Researching & evaluating effective models and programs for youth ministry. • Long-term vision casting & self-evaluation for ministry. • Planning & implementing special events such as camps & social nights. • Praying for youth. 	<ul style="list-style-type: none"> • Youth who: <ul style="list-style-type: none"> ○ express a personal faith in Jesus. ○ can read and study the Bible for themselves. ○ are living loyal and faithful lives to Jesus. ○ are in genuine community with one another. ○ are willing to be known as disciples of Jesus, and able to explain their faith to others. • Youth from unchurched backgrounds coming into the Providence youth community.
ProvYouth: Recruit & train youth leaders	<ul style="list-style-type: none"> • Directing prayer and Bible study leaders meeting before youth group. • Meeting directly with, or coordinating, 121s with youth leaders. • Contacting / interviewing potential leaders. • Developing youth leader recruitment procedures. • Praying for leaders. 	<ul style="list-style-type: none"> • Potential leaders at Providence equipped to serve. • Youth leaders supported & trained, and grow in a discipleship mindset. • Leaders with robust personal faith in Jesus. All youth leaders reading the Bible 121 with a more senior leader.
ProvYouth: Maintain contact with youth and parents on regular basis	<ul style="list-style-type: none"> • Emailing parents term plan. • Coordinating food rosters for dinners. • Notification of special events & socials. 	<ul style="list-style-type: none"> • Parents well informed and involved in youth ministry, implicitly trusting our process, executing of duty of care, and aligned with our philosophy of ministry.



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KEY RESPONSIBILITY AREAS:

Key Position Accountabilities	Inputs:	Outputs:
Integration of youth into church life	<ul style="list-style-type: none">• Gathering a wider youth leadership community that prays for and supports the ministry.• Circulating monthly updates and prayer requests.• Organising pre or post-church gathering of youth that then sit together, to encourage church attendance (long-term aspiration).• Think creatively about ways to engage with and encourage youth beyond the ProvYouth ministry, and generate other avenues for discipleship.	<ul style="list-style-type: none">• Youth ministry supported by wider group through prayer• Youth who are engaged in church life beyond youth events• Youth who transition well into church life as a young adult – joining a gospel group, serving at church
ProvYouth: Administrative tasks	<ul style="list-style-type: none">• Organising resources.• Developing budget.• Liaising with venue contact.• Submitting weekly attendance reports.• Reviewing and implementing church-safe practices.	<ul style="list-style-type: none">• Youth protected from harm• Youth ministries running smoothly each week



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ESSENTIAL SKILLS, KNOWLEDGE AND EXPERIENCE:

Qualifications:	Tertiary qualification in relevant discipline or equivalent level of expertise gained from a combination of experience, training, or professional accreditation.
Skills, Knowledge & Experience:	<ul style="list-style-type: none"> • A heart for God and discipling children and youth. • Experienced leader and team builder. • Previous experience and/or understanding of duties and tasks of supervised employees. • Ability to work with all staff and members of a congregation and to build solid relationships as expected in a Christian environment. • Strong organisational, problem-solving, and analytical skills with ability to manage priorities and workflow. • Versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm. • Demonstrated ability to supervise, motivate, and develop direct - reports. • Excellent written, communication, and presentation skills. • Commitment to excellence and high standards. • Working knowledge of Education and associated principles. • Excellent classroom management and the ability to train others. • Demonstrated high level of proficiency in MS Office Suites (Word, Excel, and PowerPoint) required.

SCOPE:

Financial accountability: Does this role have accountability for a budget?

- Yes - ProvYouth Budget

People responsibility: Does this role have any direct reports or indirect reports:

No. of direct reports	<ol style="list-style-type: none"> 1. ProvYouth Leaders (volunteer) 2. ProvYouth Helpers (volunteer) 	No. of indirect reports	
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ORGANISATIONAL CHART:

Next level of supervision

Maturity Pastor

This role

Assistant Pastor (Youth)

Direct reports

ProvYouth Leaders
and Helpers

The Assistant Pastor (Youth) is accountable to the Maturity Pastor

ADDITIONAL INFORMATION:

- The recruitment timeline and process will be outlined in separate document.
- The preferred candidate will be asked to submit references.
- After an initial 3-month probationary period the role of Assistant Pastor (Youth) continues.
- A current Working with Children's Check and National Police Check will be required prior to commencement.