

**JOB DESCRIPTION FOR POSITION OF  
Assistant Director of High School Ministry  
(Female)  
FIRST PRESBYTERIAN CHURCH  
COLUMBIA, SOUTH CAROLINA**

**I. CHRISTIAN MATURITY**

- The Assistant Director of High School Ministry (ADHS) must be well grounded in the Scriptures of the Old and New Testament. She must be in agreement with the truths expressed in the standards of the Associate Reformed Presbyterian Church including the Westminster Confession and the Catechisms.
- Her life must evidence a maturity of faith that provides an appropriate role model for the students in her care.
- She must be able to give a winsome witness for Christ, both in word and deed, while in a non-believing context.
- She must be willing and able to share her faith in a clear manner that can be understood by students.

**II. PERSONAL QUALIFICATIONS**

- The ADHS must be an individual who confesses Jesus Christ as Lord and Savior, practices spiritual disciplines, and holds herself accountable to others.
- The family and personal life of the ADHS must evidence stability and reasonable maturity. If she is married, her husband must be in full support of her call to youth ministry.
- She must be a skilled disciple-maker, which indicates the following:
  - The ability to help a teenager understand the Biblical text for themselves, whether it be in a one-on-one, small group, or larger setting.
  - The ability to connect the gospel and the broader Christian worldview to issues that confront the youth of our congregation and the youth culture at large.
  - The desire to know students deeply, albeit appropriately.
  - The ability to demonstrate a progressively-sanctified life as the ‘aroma of Christ.’
    - This is a recognition that much of discipleship is “caught” in addition to being taught.
- She must be a team player who works well under authority, is teachable, and is able to exercise servant leadership.
- She must have a desire to reach lost students in addition to the students in her care.
- She must have the ability to communicate and build relationships with parents.

### **III. EXPERIENCE**

- It is desirable that the ADHS has had a minimum of two years of prior experience in youth ministry (either Church or Parachurch). This may be either volunteer or paid work.
- It is desirable that she has had some theological training in the Bible, in Biblical doctrines, and in youth work, but appropriate on-job experience is also acceptable.

### **IV. GENERAL DUTIES:**

Overseen by the Director of Youth Ministries, the ADHS shall assist in all aspects of the youth ministry of FPC, including planning, implementation, and relationship-building. All duties will be discharged in a manner consistent with the goals stated in the Mission Statements of FPC and of FPC Youth Ministries. She will provide all the youth with an appropriate female role model, but the primary focus of her ministry will be with, but not limited to, female high school students.

### **V. SPECIFIC DUTIES:**

**Under the supervision of the Director of Youth Ministries and in conjunction with other Assistant Directors of Youth Ministries, the ADHS is:**

- To encourage and facilitate the participation of the youth in the worship services and church life of FPC.
- To develop relationships with all middle and high school youth (with a focus in high school girls) in order to become a significant adult and mentor in their lives.
- To develop relationships with parents with the end goals of involving them in the ministries to the youth and in assisting them in the Christian nurture of their child(ren).
- To think creatively, courageously, and in conjunction with fellow Youth Staff about how to reach lost students (whether churched or un-churchd) with the Youth Ministry.
- To participate in all worship and other church-wide events except where there is a conflict with an approved youth event.
- To assist in the organization and implementation of FPC youth programs (Sunday School, Sunday / Wednesday night youth group, weekly Bible studies, etc).
- To personally supervise all FPC youth events as assigned (retreats, conferences, youth group outings, etc.).
- To carry out a consistent rhythm of visitation with students and parents in their homes, on school campuses, and at special events, including small group discipleship programs.
- To be available to teach in various youth settings (small groups, Sunday School, etc.)
- To assist in recruitment of volunteers for FPC youth programs.
- To assist in areas of FPC's ministries outside of her specific duties to youth when the need arises.