



## **Adams Farm Community Church (AFCC)**

*5113 Mackay Rd. • Jamestown, NC 27282 (Greensboro Metro Area)*

### **“Serving Others for Jesus’ Sake”**

**Position Title:** Youth Director (Part-Time)

**Purpose:** To provide leadership to the Youth Ministry (Grades 6-12). To develop relationships with youth, their friends, and their families. To foster Christian maturity in our youth by inviting them to know Christ, grow in their faith, serve in their church/community, and share the Gospel. To build multiplying disciples who will become lifelong followers of Jesus Christ because they have experience an authentic relationship with Him that results in visible and lasting fruit.

**Reports to:** Pastor

**Hours:** 20 hours per week, with special arrangements for camps, conferences, etc.<sup>1</sup>

**Pay:** \$14.32 - \$16.32 / Hour [Commensurate with education and experience]

**Vacation:** As outlined in Employee Handbook

**Other:** This position offers a mix of on-site and off-site work. It has a flexible schedule provided that accountability metrics are met each week.

### **Qualifications:**

1. A strong faith in Jesus Christ and a desire to nurture such a faith in others (Please see attached: “Definition of an Evangelical Christian”).
2. A strong commitment to the work and ministry of the Church of Jesus Christ.
3. Enthusiasm for Teaching and Worshipping in “spirit and in truth.” (John 4:24)
4. A sense of calling and affinity for ministering to adolescents.
5. Age 21 or over.
6. Previous experience in serving with students in grades 6-12
7. Preferred education level of 2 years of college or more.

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<sup>1</sup> The Youth Director will account for the extra hours inherent to overnight retreats, camps, and conferences by creating time-off “buffers” to insure he/she does not exceed a 20 hour per week average in a given month, with accommodations to NC labor laws.

8. A love for people and the ability to communicate with all ages.
9. Effective computer, audio-visual, and cloud-based app skills.
10. Effective organizational, time management, communication, and writing skills.
11. The ability to hold things in confidence.
12. A willing attitude to work as a generalist in a small church environment.
13. Willingness to work within the spirit of the guiding documents of our denomination, the Associate Reformed Presbyterian Church (For more information, visit [www.arpchurch.org](http://www.arpchurch.org))
14. Valid driver's license.
15. Clean criminal record (Must submit to background check), Signed Social Media Policy, Affirmation of Employee Handbook
16. Cell phone and computer.
17. E-mail address.

### **Responsibilities:**

1. Serving as the primary point of contact for the Youth department and their families.
2. Insuring consistent Youth leadership on Sundays, Wednesdays and other events.
3. Providing direction for the Youth Ministry: planning, coordinating, training, etc.
4. Ministry not only to youth and their families, but to local middle and high school students in the Jamestown-High Point-Greensboro area.
5. Representing the church in the community, such as at school functions.
6. Additional responsibilities as determined by the Pastor or Session.

### **Duties:**

#### **In General:**

1. Support the overall ministry, vision, and unity of AFCC, including social media posts, presence in the community, and participation in events outside the church.
2. Insure that one's ministry supports the values of Adams Farm Community Church and her denomination, the Associate Reformed Presbyterian Church.
3. Demonstrate basic proficiency with AFCC systems such as *Breeze*, *Proclaim*, *Planning Center*, *CCLI*, etc.
4. Participate in AFCC Christmas and Easter events.
5. Respond to texts, phone calls, and e-mails within a 24 hour period, Sunday - Thursday.
6. Demonstrate timeliness in event planning and calendar maintenance: 90 days in advance for off-campus events, 60 days in advance for on-campus events. Including details such as cost, leadership, purpose, location, etc.
7. Provide weekly submission of AFCC time card

8. Overtime must be submitted at least 2 weeks ahead of time, and in accordance with Employee Handbook
9. 6 month and 12 month self assessment to be turned into Pastor
  - a. 6 month review – Due December 1<sup>st</sup>
  - b. 12 month review – Due May 1<sup>st</sup>

**As Youth Director:**

1. Maintain a “Faith Metric” of youth participation reflecting 10% of Sunday morning worship attendance.<sup>2</sup>
2. Attend monthly staff meetings, ready to give a report.
3. Recruit, develop, and supervise adult youth volunteers, meeting bi-monthly.
4. Insure all adult youth volunteers are Protect Your Child (PYC) trained and have an annual background check performed.
5. Coordinate / Teach PYC training with AFCC Children’s Director (usually quarterly)
6. Coordinate family contacts/connection with AFCC Children’s Director each month.
7. Support the overall AFCC budget, goals and objectives.
8. Develop and manage the Youth Ministry Budget, providing needed information to Finance Team and/or Diaconate by May 1st each year.
9. Keep youth team up to date with budgeted amounts for appropriate stewardship.
10. Attend at least one Finance Team meeting during the review of the fiscal year budget or as requested.
11. Obtain curriculum to be taught at Youth meetings, as approved by the Session
12. Encourage and motivate youth to attend Sunday worship service at AFCC
13. Coordinate follow-up with youth who have missed church 3 weeks in a row
14. Meet with AFCC Session quarterly (4 Meetings a year) and provide a report to Elders on youth ministry progress, needs, and prayer requests. (Coordinated with Youth Ministry Liaison)
15. Personally reach out to all families at AFCC with youth age 6<sup>th</sup> – 12<sup>th</sup> grade (Bi-annual)
16. Keep a call/contact log recording when contact was made and/or received by each family
17. Assist Elders in working with their shepherding needs with families, including visitation.
18. Attend one Middle School and one High School youth retreat or conference a year, with a priority toward those sponsored by the ARP Church.
19. Develop a Disciple Student Profile (DSP) for each student (6th-12th Grade) that surveys the integration of their faith in home, school, etc.
20. Create and develop promotional materials for youth to share at AFCC and in the surrounding community. (coordinated with communication team)
21. Communicate weekly (email; text) during school year with parents and youth.

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<sup>2</sup> For example, a church that averages 110 in Sunday morning worship should expect their youth group to range around 11 participants in a given week.

22. Recruit and Lead the AFCC Youth Team consisting of: one AFCC youth, one AFCC youth parent, YD, Adult youth volunteers, and elder youth liaison (Quarterly)
23. Develop an intentional plan of connecting with students (Both AFCC and non-AFCC) on the Ragsdale High campus via FCA, Campus Life, and similar clubs.
24. Embody the AFCC motto: “Serving Others for Jesus’ Sake” by participating in and/or leading youth in Ministries such as the Appalachia Mission Trip, VBS, Church Outreach Events, GUM, Pilot Partnership, Crop Walk, and other ministries.
25. Churchwide Workdays: Participate in at least 2 per year, encouraging youth involvement and making arrangements for Life-House needs to be addressed with the Diaconate.
26. Assist Shepherding Teams and First Touch ministries with youth-related items.
27. Work alongside Children’s Director to connect and encourage parents in the church and within the community regarding their vital role in Family Christian Education.

**Terms of Employment:**

This is a paid, part-time position of 20 hours per week. Special care will be taken regarding weeks that include overnight trips, conferences, camps, etc.

**More Info:** [www.adamsfarmchurch.com](http://www.adamsfarmchurch.com), [www.arpchurch.org](http://www.arpchurch.org)

**Please Submit a resume or data form to:**

**[brian.howard@adamsfarmchurch.com](mailto:brian.howard@adamsfarmchurch.com)**

### **Associate Reformed Presbyterian Definition of an “Evangelical Christian”**

*The word “evangelical” comes from a Greek root meaning “good news,” and it refers to the Gospel of Jesus Christ. In a broad sense, evangelicals are people who believe that the Bible is God’s inspired Word and that individuals can become Christians only by accepting Jesus Christ as their personal Savior. Evangelicals believe:*

1. The Bible alone, being God-breathed, is the Word of God Written, infallible in all that it teaches, and inerrant in the original manuscripts.
2. That there is one God, eternally existent in three persons: Father, Son, and Holy Spirit.
3. In the deity of the Lord Jesus Christ, in his Virgin Birth, in his sinless life, in his miracles, in his vicarious and atoning death through the shed blood, in his bodily resurrection, in his ascension to the right hand of the Father, and in his personal return in power and glory.
4. That for the salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential.
5. In the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.
6. In the resurrection of both the saved and the lost; that they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.
7. In the spiritual unity of believers in the Lord Jesus Christ.