

Pastor/Coordinator of High School Ministries

Job Description

Job Title: Desert Vineyard High School Youth Pastor/Coordinator

Reports To: Executive Pastor at DVC and Associate Pastor at TVC

Status: Part-Time, Non-exempt, hourly, 30 hours per week . Compensation and benefits commensurate to applicant's qualifications.

JOB OVERVIEW

The Desert Vineyard Church High School Youth Pastor/Coordinator is primarily responsible for recruiting volunteers, recruiting a student leadership team, preaching and teaching on Sundays and Wednesdays, available to students midweek and weekends, and overseeing all programs and activities related to High School youth.

The ideal candidate will be focused on leading and equipping not simply doing, this position will be a catalyst to draw the gifts and talents out of others and release them to be a part of the team. This person is committed to and supports the values and ministry goals of DVC, its leadership team, and is a champion for helping children and families take the next steps on their spiritual journeys. This person is highly organized, an excellent communicator, and has the ability to exercise good judgement in a variety of situations. This person must be able to simultaneously handle competing priorities, activities, and confidential matters in a professional and timely manner.

This person is a servant leader and team player who is authentic, collaborative, compassionate, relationally driven, creative thinker, dependable, and able to partner with staff and ministry leaders. This person lives their life commensurate with biblical protocol and serves as an example and role model.

PREFERENCES

- Education preferences are a bachelor's degree or comparable training in biblical

studies.

- 3 to 5 years experience working with youth or in a similar setting.
- Experience with leading volunteers.
- Proven track record for discipling teens appropriately.
- Familiar with and an affinity towards Vineyard values.

RESPONSIBILITIES (included, but not limited to):

- A. Provide encouraging, contemporary, youth-age appropriate programs for all weekend and midweek services (as applicable).
- B. Teach youth from scripture and other relevant curriculum weekly and provide training opportunities for teens and adult volunteers to flourish in this area.
- C. Available to spend evenings and/or weekend days engaging in various youth activities (including off campus events such as sporting events, theater, recitals, tutoring, etc) in order to provide opportunity to mentor and build relationships with students.
 - a. Ability and availability to be a presence on the local school campuses.
 - b. Organize a student leadership team and encourage/direct through weekly/bimonthly meetings.
- D. Provide special event programs to supplement ongoing weekly programs. Events might include youth summer camp, winter camp, conference, day trips, activities, and outreach events.
- E. Recruit, train, and nurture volunteer youth workers needed to lead, supervise, coach, and mentor youth.
 - a. Provide an adult volunteer team with monthly meetings/check ins.
- F. Ensure the safety of all students and volunteers by enforcing all DVC policies and procedures regarding youth and volunteers. Including, but not limited to, ensuring all volunteer and paid staff are properly screened (fingerprinting and application process followed) and that no volunteer worker is left alone with any youth.
- G. Ensure DVC values and ministry objectives are supported and upheld.

- H. Fiscally accountable to manage annual budget, daily receipts, and reporting for all activities.
- I. Coordinate with Middle School leader/director
 - a. Activities, camps, trips, teachings, breakout groups, teen and adult leader meetings etc.

GENERAL PASTORAL RESPONSIBILITIES:

- A. Maintain accessibility to members of the general church body, providing pastoral care and counsel as needed for both youth and adults.
- B. Perform weddings, funerals, and preach for various events as required. (Only if licenced/ordained).
- C. Assist with baptisms, baptism classes, starting point classes, and lead communion service as called upon.
- D. Maintain a professional image and serve as a role model by incorporating and sustaining biblical values, Christian character, and integrity into individual lifestyle practices.
- E. Be present (Zoom or in person) for Tuesday staff meetings.

SKILLS AND TALENTS

- The ideal candidate will be hardworking and possess the ability to work independently as well as in a team environment. They must be solutions-oriented and optimistic.
- Excellent verbal and written communications that are appropriately crafted with the receiver/audience in mind.
- Demonstrates proactive approaches to problem-solving with strong decision-making capability.
- Calling to serve in youth ministries with a heart and love for youth.
- Ability to guide and counsel youth as needed. Possess some knowledge about contemporary youth health and safety issues, such as suicide, teen depression, and other self destructive behaviours.
- Experience with Word, Excel, Google Docs.

PHYSICAL DEMANDS | WORK ENVIRONMENT

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate and is a non-smoking environment.

While performing the duties of this job, the employee is frequently required to stand, walk, sit, reach with hands and arms, stoop, kneel, crouch or crawl, and talk or hear. The employee must frequently lift and/or move up to 30 pounds.

COMMENTS

The above statements are intended to describe the general rule of this job and the level of work performed by employees in this position. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. The job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties required by their supervisor.

Requirements are representative of minimum levels of knowledge, skills, and/or aptitudes to perform each duty proficiently. This document does not create an employment contract, implied or otherwise, other than an “at will” employment relationship.