

THE VINEYARD CHURCH | ST ALBANS

JOB DESCRIPTION

<u>Job Title:</u>	Youth Pastor
<u>Department:</u>	Pastoral
<u>Location:</u>	Vineyard Church, Brick Knoll Park, St Albans, AL1 5UG
<u>Reports to:</u>	Associate Pastor
<u>Main Purpose:</u>	To lead the discipleship of the young people of the St Albans Vineyard Church in line with the wider visions and values of the church.
<u>Hours of work:</u>	37½ hours per week Mon, Tues, Wednesday (10am – 5pm) and Friday (10am – 10pm) Sunday (8:00am – 1:30pm) Float Hours 4 hours per week

RESPONSIBILITIES & DUTIES

The youth pastor main responsibility is to ensure that every young person within the church has an effective discipleship experience through one-to-one sessions, mid week meetings, socials and Sunday services. These regular activities will be supported by weekends away, missions and annual residentials.

One-to-one

- Ensure each young person has the opportunity to meet with one-to-one during a month cycle in order to enable and encourage them to discover and develop the faith and gifting.
- Provide suitable inspiration and material for one-to-ones to be effective.

Mid week

- Provide opportunities for all young people to be part of a youth connect group.
- Provide direction for the youth connect group leaders.
- Visit and oversee youth connect groups regularly.

Socials

- Ensure the young people have a regular opportunity to meet and socialise with each other and (ideally) key members of the church.

Sunday Youth ministry:

- Research and develop teaching materials and resources for groups as appropriate.
- Ensure there are appropriate group leaders and teams for Youth during the church services and other occasions as required.
- Model good teaching and leading within the youth ministry through regular participation.
- Ensure teaching resources are ready and in place for Sunday.
- Encourage participation in the wider life of the church.

Team Development and Care:

- Identify, recruit, train and develop leaders and team members for youth, assessing and delivering training needs, in line with visions and values of St Albans Vineyard.

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- Provide opportunities for team building for team leaders and team members, including "Thank you" events.
- Ensure appropriate pastoral care for team leaders and team members.
- Train the coordinators in the vision and direction of youth ministry so that they may take over responsibility for coordinating their areas.
- Meet regularly with youth co-ordinators to pray, guide and support on overall concerns, practical and spiritual (as required).
- Assist with and run training and provide resources and information to the team.
- Meet with and support interns as required.

Youth Worship

- Encourage the development of worship within the youth, in partnership with the Worship department.
- Create opportunities for the youth to develop in worship music.

Mission

- Collaborate with other churches and organisations to create opportunities for the young people to share their faith.

Administration:

- Carry out administration appropriate to the role including phone calls and correspondence with teams and parents.
- Provide rotas, mailing and database management in liaison with the admin department.
- Ensure adherence to implementation of policy, including safeguarding children.
- Assist with processing the DBS checks for youth volunteers.
- Plan and manage youth budget working with line manager/finance dept.
- Ensure website is up-to-date, working with the Comms team to provide relevant digital communication on all platforms (website/social media)
- Ensure quality of rooms and cleanliness of equipment is maintained and organise maintenance with the building team.
- Maintain attendance records, rotas and databases.
- Ensure teaching materials are prepared/ordered/assembled ahead of time.
- Ensure adequate stock levels are maintained and order materials and collate as appropriate.
- Ensure events and room bookings are all in ChurchSuite calendar

Ministry:

- Function as a part of the wider staff team as required.
- Take part in and serve at various church events i.e. Equip, church picnic and other special events.

Other requirements

- Comply with all Church operating policies and procedures.
- Contribute to the effective running and development of the Church.
- Undertake any training or personal development as required.
- Any other duties reasonably requested by your Line of Management.

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KEY FACTORS

Employee Reports: Interns, Ministry Leaders, Volunteer Teams.

Financial Responsibility: Youth budget.

Decision Making: Assist in general decision making regarding youth as required.