SYCAMORE PRESBYTERIAN CHURCH
11800 MASON ROAD
CINCINNATI, OHIO 45249

POSITION DESCRIPTION, PART A

JOB TITLE: Associate Pastor for Youth and Family Ministries

IMMEDIATE SUPERVISOR: Lead Pastor, Head of Staff

FLSA Class: Full-time Exempt

SPC Pay Grade: M5

Objective/Mission/Vision

The Associate Pastor for Youth and Family Ministries works closely with the Lead Pastor, Head of Staff in implementing and executing strategies and related goals in alignment with the Vision and Mission of the Church.

While exhibiting a passion for God and a Christ-like spirit, the Associate Pastor shall coordinate and facilitate a unified approach to building life-long relationships and deepened family bonds. We do this by equipping the members of Sycamore Presbyterian Church and the wider Church community to impress the Gospel of Jesus Christ on the hearts, minds, and souls of the next generations.

Responsibilities

The incumbent is responsible for maintaining a unified approach to all areas of Youth and Family Ministries. This includes teaming with the Family Ministries Board and its Session representatives to lead programming to teach, mentor, and recruit lay leaders to invest in the spiritual lives of their children.

Pastoral Responsibilities

- Share in ministry consistent with the Book of Order and the Book of Confessions
- Assist the Lead Pastor in leading the public worship experiences as they currently exist or may be developed
- Conduct weddings and funerals as requested and assigned
- Administer Sacraments by request and as scheduled by the Lead Pastor
- Work alongside the Lead Pastor to enhance and expand the SPC worship experiences

Administrative Responsibilities

- Serve as second-in-command in the absence of the Lead Pastor
- Oversee and direct all administrative responsibilities associated with Youth and Family Ministries including the evaluation of subordinate personnel, budget development, and marketing and communications programming.
- In concert with the Family Ministries Board, shall develop goals and objectives for each Youth and Family Ministry program, and lead the annual review of each goal and related objective.
• Exercising independent judgment and discretion, shall be authorized to commit the Church in financial matters relating to curriculum development, Mission, special event development and promotion, and other programming as created and developed.
• Recruit and equip congregational and non-congregational community volunteers to participate.
• Teach select curriculum courses and Bible studies including teaching confirmands and Vacation Bible Study students.
• Oversee and ensure that all child protection policies and procedures are followed.

Ministry:

• Ensure that programming is biblically sound and designed to build disciples of Jesus Christ.
• Develop and teach curriculum course and Bible studies that are relevant to parents and families in different phases of life.
• Oversee, teach and/or lead youth and families to the key milestones of spiritual life including Baptism, Confirmation, and Marriage.
• Champion the role of parents as primary faith trainers in their children’s lives.

Staff Duties

• Participate in weekly staff meetings.
• Serve as the primary staff point of contact for the Family Ministries and Pre-School Boards and attend the monthly meetings.
• Coordinate and communicate Youth and Family Ministries programming with other staff members and committee leads as needed.
• Operate as a team player working creatively with and routinely communicating with all Church staff and Committees.

Skills and Qualifications

• Ordination in the Presbytery Order with a master’s degree and/ or equivalent theological training focused on Youth and Family Ministries
• Documented practical experience in roles focusing on Family Ministries and adolescent spiritual development
• Must be a Christian who loves Jesus Christ and is passionate about helping students build a life-long relationship with Jesus Christ.
• Ability to build relationships with students and their families based on trust and love.
• A passionate, energetic individual who can provide a servant leadership model to inspire, connect and serve with others.