



St Paul's Church, Leamington Spa

Assistant Youth Minister (Fixed Term) Job Description

Main Purpose

The Assistant Youth Minister works with the Youth Minister to oversee St Paul's ministry with young people (ie 11-18 age group), in line with our vision and values, including discipleship and reaching out. They are involved in the recruitment, equipping and oversight of leaders to work with young people alongside equipping and enabling the church to reach out and disciple young people.

Accountability

The Assistant Youth Minister will be accountable to the PCC as employer through their line manager the Youth Minister. The person will work in close co-operation with the senior leadership of the church, ministry and office staff, and church volunteers.

Terms and Conditions

- Full Time - 40 hours per week - including substantial weekend and evening work. This is a fixed term contract of up to 12 months starting as soon as possible. Whilst this post is a fixed term cover, the PCC have been aware that additional resources have been required in our youth ministry department for some time. It is likely we will advertise for an additional post once the Youth Minister is back in post (from September 2019) but a decision on this will be made in the spring of 2020.
- Salary Scale - £20,640 - £25,801 (depending on experience) plus up to 5% matched pension contribution.
- 5 weeks annual leave, plus bank holidays.
- This post requires an enhanced DBS disclosure.

Duties and Responsibilities

The following areas will be within the scope of the post, which focuses on young people aged 11-18. The Assistant Youth Minister will be responsible for deciding with their line manager the prioritisation of these.

1. Vision and Values

- a. To work with the Youth Minister to continue to develop a vision to provide opportunities for young people to hear about and experience the love of Jesus, and to develop initiatives to maximise these young people's potential
- b. To seek to engage the wider church community in prayerful and practical support

2. Discipling young people

- a. To work with the Youth Minister to oversee the work with young people at St Paul's, and take particular responsibility for some groups (to be discussed with the line manager)
- b. To encourage young people in their faith and in using their gifts both inside and outside church
- c. To engage in regular and frequent teaching and session-leading within a team framework
- d. To pray for and support the discipleship of young people, including preparing them for baptism, confirmation and leadership roles
- e. To exercise active pastoral concern for young people, including the building of good relationships with parents and leaders, and referring young people to specialist help when appropriate
- f. To be a positive and appropriate role-model to the youth and their leaders

3. Building up and supporting leaders

- a. To work with others in the team to recruit and train leaders to work with young people, supporting and equipping them in developing their skills and gifting
- b. To work with the Youth Minister in the planning, co-ordination and supervision of groups and activities to ensure they are adequately resourced
- c. To appoint suitable group leaders and helpers
- d. To work with the Safeguarding Advisory Group and Children & Families' team and others to ensure that St Paul's meets the requirements of relevant safeguarding legislation, Church of England guidelines and general good practice regarding the safeguarding of young people

4. Reaching out

- a. To be involved in effective outreach to young people in our local area, working with others where appropriate
- b. To equip young people to reach out to their friends at school/college/work
- c. To equip the youth team to make new disciples among the young people in our church, visitors and the wider community
- d. To work with the Youth Minister and Children's Ministry Team to work with, equip and grow relationships with parents.
- e. To disciple and to equip others to disciple new Christians amongst the young people and draw them into the youth ministry

5. Working with other organisations

- a. To work with the Youth Minister alongside CrossTeach within local schools such as North Leamington School and Warwick School
- b. To work with the Youth Minister in order to develop links with local youth organisations (e.g. Thrive and Flourish) so as to engage more young people in meaningful contact with the church
- c. To help plan and organise (and attend) the annual youth based camp week (Soul Survivor equivalent), and encourage attendance at this

6. General duties

- a. To be a fully committed member of St Paul's Church
- b. To play a full role as a member of the staff team taking part in staff meetings, retreats, "all- church" activities etc.
- c. To maintain good contacts lists and accurate information on the church website
- d. To provide reports of work as requested
- e. To continue personal development through reading, appropriate training events and suitable courses of study; to keep abreast of developments relevant to youth work in churches
- f. To undertake any other duties that may reasonably be required of this post holder

PERSON SPECIFICATION FOR POST OF ASSISTANT YOUTH MINISTER

	Essential	Desirable
Christian Experience and knowledge	x	
Committed and baptised Christian, involved in church activities	x	
Willingness to work within the authority structures of the Church of England and to become a full member of St Paul's	x	
An evangelical Christian who is prayerful & open to the renewing work of the Holy Spirit and one who holds to traditional church beliefs and teaching in matters of faith and conduct	x	
Personal Qualities		
A heart for youth and a vision for Christian youth ministry	x	
Able to handle, with competence, a demanding and varied workload	x	
Well motivated, able to take initiative, to plan and carry out work without close supervision		x
Good inter-personal and communication skills: able to work with a diverse range of people	x	
Positive team member, assertive when necessary	x	
Excellent self-management, time management and prioritisation		x
A heart for bringing unchurched young people to faith, and developing young people into wholehearted disciples of Christ	x	
A passion for creative and culturally relevant ministry	x	
Complete confidentiality and trustworthiness	x	
Skills / Experience		
Three A levels or equivalent		x
Relevant youth work training/qualification or significant experience in leading youth ministry		x
Demonstrable Biblical knowledge and ability to share this with young people	x	
Proven ability to teach, train and disciple young people with a wide range of backgrounds and church experiences		x
Proven ability to lead, build and equip effective volunteer teams		x
Proven ability to engage and enthuse the 11-18 age group	x	
A comprehensive understanding of the issues which affect this age group		x
Experience leading non-churched young people to faith		x
Good IT skills & the ability to organise your work and working environment	x	
Ability to communicate with young people, parents and church members, including leading services and preaching where appropriate		x
Other		
Willing to undergo enhanced DBS disclosure	x	
Car owner / driver		x
Physical ability to carry out the demands of the job	x	