



THE ROCK

Mt. Pisgah Missionary Baptist Church

Impactful. Relevant. Challenging

R. W. Townsend, Senior Pastor
11611 Webb Chapel Rd. | Dallas, Texas 75229-2432
www.dallasmtpisgah.org

info@dallasmtpisgah.org | Phone: 972.241.6151 | Fax: 972.243.5279

**MOUNT PISGAH MISSIONARY BAPTIST CHURCH
11611 WEBB CHAPEL ROAD - DALLAS, TEXAS 75229
REV. ROBERT W. TOWNSEND, SENIOR PASTOR**

Pastor for Youth Ministries

Job Description

Purpose

Mount Pisgah Missionary Baptist Church seeks to fill a full-time position responsible for overseeing all aspects of student ministries K thru 12. The candidate will be primarily responsible for Junior and Senior High programs (7-12) with secondary responsibilities regarding the K-6 programs.

I. Summary of Duties

This is a permanent position, with primary responsibility for assisting the Senior Pastor in the performance of his work by serving as Youth Pastor at Mount Pisgah Missionary Baptist Church (MPMBC). The incumbent is responsible for providing spiritual guidance to the youth of the church. The incumbent must maintain complete confidentiality in assisting the Pastor in this program. The position reports directly to the Senior Pastor

I. Major Responsibilities

Serves as the Youth Pastor with responsibility for organizing a Biblically-based program for teaching and guiding the youth of the Church who range in age from babies to eighteen-year olds. Conducts strategic planning with the Senior Pastor to assure that Youth Ministry goals are supportive of and coordinated with overall Church program goals. Prepares lessons for and oversees the conduct of Sunday worship services for the youth.

- A. Works directly with the Youth Musician, Youth Advisory Board, Youth Music and Fine Arts Ministry sponsors and Nursery Ministry to assure that their departmental program goals are consistent with those of the Youth Ministry; to discuss approaches to the resolution of issues affecting the viability of the Ministry; and identify areas for developing lessons for youth.**
- B. Works with the Youth Ministry leaders and parents to encourage stronger communication between the two and to encourage their contributions of service and ideas to the Youth Ministry.**
- C. Conducts monthly orientation for new Youth Ministry teachers/volunteers, new youth member orientation, and teachers' meetings. Participates in Ministry Leaders' staff meetings to share program information.**
- D. Develops and submits budget for the Youth Ministry. Submits Youth Ministry information for inclusion on the Church calendar.**
- E. Periodically attend Youth Ministry meetings to show support, as their effectiveness, addresses any issues, provide input and evaluate areas for improvement.**
- F. Maintains an active role and file on all Youth ministries and Action Plans and provide updates as scheduled to Senior Pastor.**
- D. Conducts calendar quarterly review of all Youth ministries and submit a written report to the Senior Pastor by the 15th day of the succeeding month during the year.**
- E. Practice the "5 C's": Conceive Communicate, Coordinate, and Conduct and Celebrate.**

III. Youth Worship, Church School and Discipleship

- A. Plans and provides for the weekly worship services and ministries which include time that is spent in spiritual growth activities such as Praise and Worship, Sharing or Study of the Word, a Call to Discipleship and Giving.**
- B. Performs or provides for preaching and other pulpit duties and the ordinances of baptism and communion as directed by the Senior Pastor.**

- C. Coordinates and support the Minister of Music in planning, staffing and coordinating musical integration of the Youth with the overall Music and Fine Arts Ministry of the church, including choirs and praise teams. Music ministry will include regular participation in services in addition to engagements requested and approved by the Senior Pastor.**
- D. Work with the Facilities Manager for classroom space and other needed resources to conduct activities**
- E. Coordinates the recruitment and training of teachers and volunteer works for this ministry. Final approval provided by Senior Pastor.**
- F. Conducts training for Adult Youth Workers.**
- G. Develops or advises in the use of ministry materials, equipment and supplies for the Youth ministries.**
- H. Works with the Senior Pastor for the approval of curriculum and other resources to be used for Youth Ministry.**
- I. Provides Weekly Bible Study or Discipleship options for the Youth Ministry.**

IV. Ministry Programs & Activities

- A. Plans and provides activities, retreats and outings for the Youth Ministry to meet their social needs. Ensure that there are sufficient workers to help supervise these social activities.**
- B. Plans and conducts special projects for the Youth Ministry. While there are other ministries that include Youth in their programs, the primary responsibility for all church related activities involving youth is that of the Youth Pastor.**
- C. Plans and coordinates annual events and trips for the Youth Ministry and ensure that church procedures are followed.**
- D. Provides information and materials as needed for the announcement and marketing of ministry programs, activities and events through any and all church print and electronic media, which may include the weekly church bulletin, or related Media Announcements, the church website, the church marquis and any external outlets.**

V. Counseling and Support

- A. Make calls to youth when they are in a hospital or have other major events in their lives. Provide outreach to Youth through home call and campus contacts. This will also include in-school and away at school contacts for some.**
- B. Engages Youth and/or parents on one-to-one basis, building relationships, strengthening self-esteem and encouraging them to become established as Christian believers.**
- C. Intervenes as required and appropriate in issues or experiences that arise from the social interaction of youth students while on the premises of the church, as a participant in any church sponsored activities or in any circumstance in which a student is in the custody and care of a ministry of the church.**
- D. Provides counseling to member and non-member teenagers or their families as the need and opportunity arises.**
- E. Meets all legal standards in the handling of sensitive information that is made known to you concerning all students, their associates or others.**

VI. Qualifications (Education/Experience):

- A. Incumbent must be an ordained minister and is appointed by the Pastor, based on needs of the Youth Ministry.**

AND

- B. Earned at least a Bachelor's Degree (BS) degree from an accredited college or university.**

OR

- C. Completed at least two-years of formal training from an accredited seminary or Christian education program of theology focusing on church administration, counseling and/or youth development in a church-setting.**

OR

- D. Completed at least three (3) years of experience working directly in leadership capacity with youth ministry in a church setting.**

- E. Experience as a youth pastor in a church with a medium to large sized youth group.

AND

- F. Must voluntarily consent to, and successfully clear a personal background check.

V. Important Skills and Personal Traits

- A. Must have a heart for the ministry of Mount Pisgah Missionary Baptist Church and demonstrate an on-going relationship with Jesus Christ through regular prayer, Bible study, and worship attendance.
- B. The youth pastor must have a love for God, a love for teenagers, and a pastoral heart to see them grow in their relationship with Christ.
- C. Meeting the 1 Timothy 3, Titus 1, and 1 Peter 5 qualifications for church leaders.
- D. Commitment to MPMBC's doctrine, vision, values, and beliefs
- E. Pastoral philosophy of equipping and discipline.
- F. Commitment to a team approach to ministry.
- G. Strong teacher with a love for God's word.
- H. Relational style of leadership and ministry.
- I. Joyful spirit and good sense of humor.
- J. Self-starter and able to work without direct supervision.
- K. Must possess the desire to aid the Pastor in fulfilling his responsibilities and lighten his load whenever possible.
- L. Ability to maintain confidentiality in all situations.
- M. Ability to be hospitable in routine and crisis situations and to exhibit a helpful, cheerful, diplomatic and caring attitude to all.
- N. Strong organizational skills.
- O. Leadership: The youth pastor must have the ability and willingness to:
 - *Recruit, disciple, and sustain a large team of volunteer leaders.
 - *Engage parents as vital partners.
 - *Teach and preach to youth and leaders in small and large settings.
 - *Communicate well with parents and come along side families, especially in times of crisis.
 - *Relate to the unique needs of youth.

VI. Basic Ministry Leadership Responsibilities

- A. Ensure that the youth ministry is functioning in an effective, focused manner.
- B. Recruit, train, and mobilize a ministry team of adults for the youth ministry.
- C. Follow through with the volunteer screening process to ensure a competent and qualified body of volunteer adults.
- D. Coordinates preparation and submission of annual Youth Ministry budget.

- E. Oversee the expenditures of the budget allocated towards the youth ministries.**
- F. Oversee fund-raising efforts for youth ministries trips.**
- G. Develop comprehensive, well-balanced biblical instruction and programming for growth opportunities.**
- H. Assume the role as primary teacher/preacher and provide teaching opportunities to other qualified adults.**
- I. Recruit, train, and provide materials for Youth Ministry teachers on the Junior and Senior High level.**
- J. Provide periodic retreat opportunities for both Junior and Senior High students, including participation in MPMBC activities, as appropriate.**
- K. Ensure that competent adult leadership is available, not only to supervise, but to build relationships at all youth events.**
- L. Lead annual youth missions trip, preferably in support of missionaries already supported by MPMBC.**
- M. Develop a program designed to equip Junior and Senior High students and adult volunteers to do the work of the ministry.**
- N. Provide opportunities for the training and discipline of youth leaders Youth Ministry.**
- O. Plans and coordinates meaningful training opportunities for Youth Ministry volunteers.**
- P. See that administrative policies such as the volunteer screening and application process, background checks, commission budget, etc., are followed within all children's programs**
- Q. Participate in Ministry Leader's and other staff meetings, as required.**
- R. Keep Senior Pastor and staff informed of emergent situations.**

VII. Basic Personal Responsibilities:

- A. Maintains a vital and growing personal walk with the Lord through committed Bible study, prayer and worship, service to others and obedience to God's Word.**
- B. Maintains proper priorities in his home and be the spiritual leader for his household.**
- C. Develops personal evangelism opportunities within and outside the church.**
- D. Supports financially the work of ministries at Mt. Pisgah Missionary Baptist Church by faithfully giving at least 10% of his gross income.**
- E. Maintains wise stewardship measures over the remaining 90%.**
- F. Performs other duties as assigned by the Senior Pastor.**

VIII. Supervision:

- A. Youth Pastor works under the direct supervision of the Senior Pastor.**

HR@TheRock (Amended 05/14/13)