**Inglewood CRC**

Position Description

**Director of Youth and Intergenerational Ministry (DOYIM)**

March, 2015

**General description**

The DOYIM will minister to ICRC’s young people in Junior and Senior High School, and in transition to College/University, with respect to their personal and spiritual development, in relationships with family and friends, in their vocational and career planning, and in other engagements and services to which they aspire. Details are listed under five headings below.

1. Relationships with youth, parents and other adults

2. Coordination of youth programs, events, and ministries

3. Development of Youth and Intergenerational Ministry programs

4. Specific tasks conducted on a weekly or regular basis

5. Regular Meetings and Reporting

**1. Relationships with youth, parents and other adults –** Todevelop respectful relationships with young people, their parents, families, and friends, in providing individual and group support.

In line with ICRC’s intent to be an intergenerational church, the DOYIM is expected to assist youth, their parents and other adults in developing an environment offering opportunities for youth and adults to establish meaningful and respectful relationships of mutual support and recognition in their personal and spiritual growth.

Recruiting appropriate adults who are prepared to connect with youth in serving as (i) mentors, (ii) small group leaders, (iii) prayer partners, and (iv.) program planners with a view towards developing a culture that is open, accepting, and encouraging of dependable relationships. It is expected that Junior and Senior High School students will be develop relationships among themselves as well as with parents and other adults in the congregation.

**2. Coordination of youth programs, events, and ministries –** To develop, coordinate, and evaluate programs, events, and ministries for youth that encourages discipleship, mentorship, and Christian community within the life of ICRC utilizing the services of four committees as follows:

* **Student Action Leadership Team** (SALT) is a group of youth able to offer suggestions as to the event calendar and provide ideas and feedback on all components of the youth and intergenerational ministry. These students may be expected (i) to demonstrate a maturing relationship with Jesus Christ, (ii) encourage, promote all aspects of youth ministry, (iii) exhibit leadership in relation to their peers, and (iv.) represent Junior and Senior High Schools, and colleges, they attend.
* **Intergenerational Ministries Advisory Committee** (IMAC) is a group of adults that help plan, organize, and provide support to the DOYIM in the Youth and Intergenerational Ministry at ICRC. This group provides the main support for the Youth Pastor and is a resource for parents, families, and youth. It is important that this group work in close collaboration with the DOYIM.
* **ICRC Council and Elders** – The DOYIM serves as an unofficial member of ICRC’s council, and may attend elders meetings as deemed appropriate. The attendance of the DOYIM at Council meetings is essential to help the Youth Pastor understand the congregation and to have a voice advising the council on implementing the Youth and Intergenerational Ministry, also in coordination with other ICRC ministries in caring for the ICRC.
* **Ministry staff meeting** – Regular meetings with all ministry or individual ministry staff so as to report on Youth and Intergenerational Ministry and keep informed and to assist in coordination with other ministries in planning church events, youth services and other events, newsletters, and all media announcements.

**3. Development of Youth and Intergenerational Ministry programs** – includes but is not exhaustive of the following:

* The DOYIM will devote, on a weekly basis, time and energy to journey individual young people, and where appropriate their friends and parents/family.
* The DOYIM working together with IMAC will strive to establish and maintain an environment enabling the care and support of youth in having adults journey with them in respectful relationships.
* The DOYIM working together with IMAC and SALT will provide opportunities, spaces, and programs for youth and young adults to explore their faith, its history, and its implementation in everyday life through small group gatherings and catechism (formal instruction) classes. The DOYIM together with members of IMAC will development curricula, and avail themselves with whatever resources are deemed appropriate in planning to meet the challenges of these programs.
* The DOYIM working together with IMAC and SALT is expected design and implement opportunities for young people to attend and participate in retreats, conferences, service trips and local service opportunities. There are numerous ways of achieving these goals and the DOYIM, working together with IMAC and SALT, is expected to articulate and implement these goals in a manner that recognizes distinct and common aspirations of youth and adults (i.e., intergenerational).
* The DOYIM is expected to provide spiritual leadership, by example, and in training, counseling, and encouraging the preparation of youth leaders, including leading small groups, Bible study, crises counseling and referral, etc. In order to train youth leaders and build cohesive teams, regular meetings are scheduled for aspiring leaders, individually and collectively.
* Personal planning – In addition to planning and coordination in consultation with SALT, IMAC, the ICRC Council, and regular Ministry staff, the DOYIM will set personal time apart for planning and determining a longer term vision of the Youth and Intergenerational ministry, determining requirements, and requisite support in implementing this ministry.
* The DOYIM will also provide leadership in risk management which includes implementing Safe Church/Winning Kids Policy and Procedure Guidelines and training adult leaders to do so.
* Communication – the DOYIM will develop and implement effective communication with youth, parents, IMAC, SALT, the ICRC congregation, and other ministry staff through multiple media, including ICRC web, print, and social media, as well as written reports.

**4. Specific tasks**

The DOYIM will establish close and nurturing relationships with young people by way of:

* Direct communication with individual young people at church, school, and place of employment
* Personal visitation with youth, families, relevant adults
* Individual confidential support as needed to youth, their friends, and parents
* Attendance and participation in youth events, social and recreational, and in church worship services
* Encouraging young people to use their gifts in worship services, in larger CRC events, and in service to their communities.
* Regular monthly meetings with IMAC and SALT teams in order to build these teams, provide and seek from them guidance, and encouragement in all aspects of the Youth and Intergenerational Ministry
* Regular monthly Safe Church meetings
* Regular appearances at Sunday services to report to the congregation on specific events planned and implemented
* To keep the Senior Pastor apprised of any concerns pertaining to individuals and families encountered in the youth ministry
* To keep up to date on denominational and other literature relevant to Youth and Intergenerational Ministry, including programming, educational materials, events, and conferences. It is also expected that the DOYIM keep abreast of all local and global developments of a communal, societal, and economic, and political nature

**5. Regular Meetings and Reporting**

* The DOYIM will take direction from and report directly to the Senior Pastor.
* The DOYIM will provide monthly reports to the ICRC council.
* The DOYIM will report, as deemed appropriate, to the elders at monthly meetings.
* The DOYIM will provide a report of the Youth and Intergenerational Ministry at the annual congregational meeting of ICRC.
* The DOYIM will keep the other ICRC ministries informed to Youth and Intergenerational Ministry at weekly ministry staff meetings.
* The DOYIM will meet monthly to consult with and support IMAC and SALT committees.
* The DOYIM will be expected to lead or participate in all formal and informal programs instituted under the Youth and Intergenerational Ministry.

**Key Performance indicators (2015)**

***The 4 headings below are intended to be completed on a quarterly basis with numbers where appropriate and/or short descriptions of accomplishments to be submitted to ICRC Council Executive.***

**1. Regularly scheduled meetings**

* Weekly ministry staff meetings (minimum 40 per year)
* Monthly IMAC meetings (minimum 10 per year)
* Monthly SALT meetings (minimum 10 per year
* Monthly ICRC Council meetings (minimum 10 per year)
* Monthly Safe Church meetings (minimum 10 per year)

**2. Congregational relations**

* Participation in Church services (minimum 40 per year)
* Presentations at congregational meetings (whenever appropriate)
* Media communications with youth and congregation (40 plus per year)

**3. DOYIM Pastoral visits**

* Weekly meetings with individual youth, friends, those in relationships (3 per week)
* Weekly meetings with parents, families, and other adults (3 per week)

**4. Ministry events**

* Special events, conferences, and other organized trips and services involving adult supervision and consent
* Participation in and supervision of formal instruction classes, church events, and church services
* Services provided to other Church agencies and organizations, including other ministries

***The 2 headings below are intended to be completed on an annual basis***

**5. Professional Development**

* Detailed summary of long-term planning by the DOYIM (reflected in achievements and challenges below)
* Educational courses and workshops (including travel) attended by the DOYIM

**6. Annual Performance Evaluation**

* Notable achievements (e.g., reported at council, church services and congregational meetings)
* Notable challenges including unfinished tasks (reported at council and congregational meetings)

**Key Performance Indicators (2015)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Number** | **Description** | **Target** | **Q1** | **Q2** | **Q3** | **Q4** | **Annual** |
| **Regular Scheduled Meetings** |  |  |  |  |  |  |
| 1 | Weekly Staff meetings | **36** |  |  |  |  |  |
| 2 | IMAC Meetings | **8** |  |  |  |  |  |
| 3 | SALT Meetings | **10** |  |  |  |  |  |
| 4 | CRC Meetings | **10** |  |  |  |  |  |
| 5 | Safe Church Meetings | **8** |  |  |  |  |  |
| **Congregational Relations** |  |  |  |  |  |  |
| 6 | Participation in Worship Services | **40** |  |  |  |  |  |
| 7 | Attendance at Congregational Meetings | **1** |  |  |  |  |  |
| 8 | Media Communications with youth/young adults | **40** |  |  |  |  |  |
| **Pastoral Visits** |  |  |  |  |  |  |
| 9 | Youth | **120** |  |  |  |  |  |
| 10 | Young Adults | **30** |  |  |  |  |  |
| 11 | Parents | **30** |  |  |  |  |  |
| 12 | Other | **30** |  |  |  |  |  |
| **Special Events** |  |  |  |  |  |  |
| 13 | Church Programing | **4** |  |  |  |  |  |
| 14 | Education/Instruction | **24** |  |  |  |  |  |
| 15 | Service provided to related organizations | **?** |  |  |  |  |  |
| **ANNUAL REPORT** |
| **Professional Development** |  | **Yes/no** |
| 16 | Long-term Professional Development Plan  | 1 |  |
| 17 | Courses & Workshops | 1 |  |
| **Annual Performance Evaluation** |  |  |
| 18 | Notable achievements & challenges | 1 |  |