



INDEPENDENT
PRESBYTERIAN CHURCH

Assistant Director of Youth Ministries

Reports to: Director of Youth Ministries

Status: Full-time, Exempt

About This Role

IPC YOUTH MINISTRY MISSION STATEMENT

The IPC youth ministry exists to join in God's generous welcome of all types of people, to cultivate transforming environments for growing in the love of God, and to reflect Christ to one another and the world.

The Assistant Director of Youth Ministries (ADYM), in collaboration with the Director of Youth Ministries (DYM), fulfills the purpose and mission of IPC through student ministry. This role is responsible for the spiritual growth and engagement of students (grades 7–12) through acolyte programming and milestone events. The ADYM plays a key role that includes providing vision, recruitment, and leadership development among adult volunteers as well as facilitating outreach and discipleship.

Please send a resume and cover letter to cgoudreau@ipc-usa.org.

Primary Responsibilities and Tasks

1. Works with the DYM to plan, develop, organize, and implement ministries for children ages birth to 6th grade, including Sunday mornings, Wednesday evening programs, fellowship events, small groups, and special events.
2. Organize and coordinate acolyte ministry that includes a balance of Bible study, mentoring, recreation, worship through music, fellowship, and missions.
3. Plan and teach engaging lessons for students that are biblically accurate, culturally relevant, and theologically inquisitive as needed.
4. Recruit and train youth ministry volunteers.
5. Plan and direct all milestone ministry events such as retreats Youth Sunday, mission trips, Montreat, etc.
6. Plan First Light dinners and develop service opportunities for students.
7. Coordinate an active presence in local school events with periodic visits to engage students at school and extra-curricular events.
8. Plan and implement summer programming for youth.
9. Direct ministry to IPC college-aged students
10. Review and manage (along with the DYM) monthly financials of the student ministry.

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11. In a collaborative effort with the DYM, develop a ministry of presence - building relationships with youth and their families; fostering an empowering, collaborative culture in the ministry.
12. Seek creative, innovative new ways to approach youth ministry while never sacrificing that our purpose and mission.
13. Works with DYM to ensure compliance with IPC's Child and Youth Protection Policy.

Education, Experience, and Personal Characteristics

- A mature spiritual life and a deep sense of Christian faith that is evident in one's actions, one's words, and one's approach to youth ministry.
- Displays a genuine love for youth of all backgrounds, attentiveness to the challenges of adolescence, and an understanding of and experience in youth ministry.
- Integrates a holistic view of family ministries, and ministers to both youth and their parents.
- Incorporates youth participation into all aspects of the church's ministries.
- Undergraduate bachelor's degree at a minimum.
- Excellent organization, time management, planning and goal setting skills.
- Effective spoken and written communications skills.
- Proficiency with Microsoft Office, Outlook, Google applications, PowerPoint, social media platforms including Facebook and Instagram.
- Possess valid driver's license to transport youth in car or IPC van.

Your Team

This position reports directly to the Director of Youth Ministries.

This position supervises the work of youth volunteers.

This position relates to the Youth Program Coordinator and Youth Intern(s).

This position is supported by the Executive Assistant for Faith Formation.

Physical Demands

- Physical stamina and ability to maintain a constant state of alertness to supervise and participate in indoor and outdoor activities with students in the youth ministry.
- Kneeling, crouching, stooping, reaching, standing, sitting, ascending and descending stairs.
- Visual acuity- close and distant vision and ability to focus with or without correction.
- Talking- expressing or exchanging ideas by means of the spoken word.
- Hearing- perceiving the nature of sounds at normal speaking levels with or without correction
- Ability to work Sundays and occasionally weekends when required
- Ability to travel when required

Applicants will be required to complete IPC employment screening, which requires disclosure of any history of criminal activity and/or sex offense. Upon preliminary selection of a candidate, IPC will conduct a background and DMV check, reference check, and pre-employment drug screen.

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This position description should not be construed to imply that these requirements are the exclusive standards of the position. The Director of Youth Faith Formation may perform other duties as required.

About Independent Presbyterian Church

Independent Presbyterian Church (IPC), located in Birmingham, Alabama, is a member of the Presbyterian Church (U.S.A.) and the Presbytery of Sheppards and Lapsley. We believe God calls us to be a Christian community, actively engaged in transforming lives through our living faith in Jesus Christ and the power of the Holy Spirit. All are welcome and invited to worship here and to discover ways to grow your faith, serve in ministry to others, and build relationships through fellowship. Learn more at ipc-usa.org.

IPC is an Equal Opportunity Employer and does not discriminate on the basis of race, sex, color, national origin, age, disability, genetic information, veteran status, or other protected category under the laws applicable to IPC.