

**Assistant Pastor/Director of Youth Ministries  
Second Baptist Church  
1265 Montello Street  
Reno, Nevada 89512**

**JOB DESCRIPTION:**

**I. SUMMARY OF POSITION:**

The Assistant Pastor/ Director of Youth Ministries is responsible for executing the total work of the Children, Youth and Young Adult Ministry. This individual will need to maintain complete confidentiality, assist as needed in crisis situations, and serve as a helpful and caring assistant to interface with the congregation and the Lead Pastor. This full time position reports directly to the Lead Pastor.

**II. SPECIFIC RESPONSIBILITIES:**

The Assistant Pastor is responsible to assist the Lead Pastor in congregational care and be able to stand in for the senior pastor in any of their core responsibilities.

1. Will share in preaching or visitation ministries, especially if the senior pastor is on vacation, sick or extremely busy.
2. Will share in conducting ministries outside the church, such as attending ministerial association meetings, conducting funerals and performing weddings.
3. Share and lead in duties including planning events, leading volunteers, biblical counseling, managing a budget, meeting with visitors and sharing in office administration.
4. Takes initiative for new and special projects, as requested by the Lead Pastor
5. Represents the Lead Pastor with members of the congregation, other churches, and the community at large, as required
6. Maximize training or educational opportunities, such as attending a ministry conference or enrolling in an accredited institution of higher learning or seminary, to sharpen skills in these areas.

**Director of Youth Ministry Responsibilities:**

- Provide spiritual leadership to the entire Children, Youth and Young Adult Ministry
- Ensures the achievement of the goals and objectives for the youth, developed by the Lead Pastor and the Youth Advisory Committee while working cooperatively with various individuals and church groups
- Develop, manage and provide oversight for the youth ministry budget, as required
- Provide counseling and spiritual direction to youth and/or family members on an as needed basis
- Integrates youth ministry into all phases of church life to create a culture that embraces all generations
- Carries out other duties as may be assigned by Lead Pastor
- Support other ministry activities such as Christian Education, Music and Ushers to assure youth participation. Coordinate and develop with these ministries comprehensive, well-balanced, innovative and dynamic biblical instruction and programming to assure growth opportunities for our youth
- Ability to utilize various forms of social media to effectively communicate with the youth and parents

### **III. MINIMUM REQUIREMENTS:**

#### **Education/Experience:**

1. Must be a college graduate with a strong background in organizational management, psychology, counseling, social work or have 3-5 years' experience as a senior level ministerial assistant or equivalence
2. Must possess a working knowledge of standard office equipment, including copiers, phone, calculators and fax machines
3. Must demonstrate strong working knowledge of computers and proficiency in software programs, including Microsoft Word, PowerPoint, Outlook, Access, Excel, database systems and use of the internet
4. Must possess efficient, caring and discerning telephone skills
5. Must have a heart for the ministry of Second Baptist Church and the people of the church family
6. Must possess the desire to aid the Lead Pastor in fulfilling his responsibilities and lighten his load whenever possible
7. Must demonstrate an ongoing relationship with Jesus Christ through regular prayer, Bible study and worship attendance
8. Must be/or willing to become a member of Second Baptist Church

#### **Important interpersonal skills/personal traits needed as Assistant Pastor/ Director of Youth Ministries:**

1. Maintain confidentiality at all times and in all situations
2. The gift of hospitality
3. Possesses a helpful, cheerful, diplomatic and caring servant attitude to all
4. Strong organizational skills
5. Able to prioritize and multi-task, using good time management skills in a fast-paced environment