

JOB DESCRIPTION

JOB TITLE:	High School Pastor	DATE	2019
REPORTS TO:	Next Gen Pastor	DEPARTMENT	Rev - Youth LG
POSITION SUMMARY:			
The candidate in this role will likely find their work load to be spent according to the following percentages. <i>Spiritual Care = 20%, Spiritual Instruction = 20%, Ministry Focus = 20%, Counseling = 20%, Human Resources = 5%, Administration = 15%</i>			
JOB PURPOSE: To pastor, facilitate, and lead ministry to our High School students.			
DUTIES AND RESPONSIBILITIES			
<ul style="list-style-type: none"> • <i>Develop, implement, and evaluate the strategic vision for the effective operation of the High School Youth Ministry, in conjunction with the overall vision of CLA.</i> • <i>Oversee and strategize the development of weekly services, hubs, and events</i> • <i>Develop and help shape departmental goals, and directives</i> • <i>Provide leadership in all aspects of supervision including recruitment, orientation, and training to all our volunteers.</i> • <i>Research, develop and implement initiatives in a cost effective, proactive manner to meet the needs of CLA and the department goals</i> • <i>Develop and maintain a system of communication to parents, as well as a genuine partnership with families.</i> • <i>Plan and lead events.</i> • <i>Facilitate leadership development, and pastoral care to all volunteer leaders.</i> • <i>Develop and implement strategies for communicating and promoting ministry services</i> • <i>Develop a volunteer team and actively promotes ongoing opportunities for involvement</i> • <i>Involved in research, preparation, development of materials such as sermon outlines, weekly notes, lesson guides, curriculum, and teaching and/or preaching</i> • <i>May assist with pastor on-call duties as required.</i> • <i>Involved in meeting with people, assessing needs, and providing appropriate pastoral care</i> • <i>Oversight and involvement in youth events, summer programs, high school campus related ministry</i> • <i>Meeting one-on-one, or with small groups to provide mentoring to youth and young adults (leaders) on a regular basis</i> • <i>General office administration</i> • <i>Performs other related duties as required</i> 			

KNOWLEDGE, SKILL, ABILITY

- *Plans, organizes, and coordinates the work for volunteers.*
- *Ability to recruit, develop, motivate and supervise employees and/or volunteers*
- *Demonstrates professional ethics and principles*
- *Demonstrates excellent communication skills both verbal and written.*
- *Ability to provide consistent leadership in supervising a multi-disciplinary team. Demonstrates knowledge of and skill at problem solving and customer service.*
- *Demonstrates computer knowledge and ability to work with word processing and accounting programs, databases and spreadsheets – MS Office; Word, Excel, Outlook, Internet.*
- *Maintains knowledge and skill level to provide expert delivery of services*
- *Ability to research, organize information, and confidently and effectively communicate to a multi-disciplinary audience or group.*
- *Demonstrates solid knowledge of ministry and fiscal responsibility.*
- *Maintain productivity and focus during periods of interruptions*
- *Problem solving and reasoning skills*
- *Strong organizational skills with systematic approach to accomplishing tasks*
- *Effective time management skills and ability to work under time constraints and deadlines*
- *Reliability, accuracy, confidentiality, tact, diplomacy and proven interpersonal skills*

BEHAVIOURAL COMPETENCIES

Spiritual Focus: To live an authentic and growing Christian life

CLA Focus: Ability and willingness to align one's own behaviour with the overall vision and goals of CLA

Service Focus: Desire to focus one's efforts on discovering, meeting and serving the needs of the others as they align with the ministry focus and goals

Leadership: Belief in the vision and ability to communicate it to others in a way that promotes team morale, productivity, and commitment to the mission.

Developing Others: Genuine interest to foster development of others through coaching, supervising performance and mentoring.

Flexibility: Willingness to adapt to and work effectively within variety of diverse situations

Relationship Building: Able to establish and build rapport with others within the overall objectives of the ministry.

Accountability: Setting of high standards of performance and holding team members and others accountable for results and action.

QUALIFICATIONS

Degree or Diploma in theology or a related field. Leadership and management courses a benefit. Pastoral leadership, pastoral care, budget and supervisory experience a must.

SIGNED Employee		DATE	
SIGNED Supervisor		DATE	
TITLE Supervisor			

Note: This job description is not an exclusive or exhaustive list of all job functions that an employee in this position may be asked to perform from time to time.