



March 2024

Thank you for taking time to review and consider the Associate Pastor with Youth Emphasis position at Greenleaf Friends Church. The primary focus of this position will be on developing and leading a youth ministry. However, this position will require the skills and maturity necessary to assist the Senior Pastor with congregational care and discipleship. Listed in the responsibilities section for the Associate are some general ideas of what could be expected.

Please send your completed application to nathan@greenleaffriends.org

The Senior Pastor and Elders will review your application, and if deemed necessary the interview process will follow. We will recommend a qualified candidate to our monthly business meeting for their approval. The start date for this position will be determined by the availability of the selected candidate.

You can find out more about Greenleaf Friends Church and Greenleaf Friends Academy, the school which the church founded in 1908, at the church and school websites.

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Greenleaf Friends Church

ASSOCIATE PASTOR: YOUTH EMPHASIS (2024)

Reports to: Senior Pastor

Status: Full Time, at-will position, serving at the discretion of the Senior Pastor

Pay Rate: Compensation Package: \$60,000

FLSA: Exempt

The primary function of this role will focus on Youth Ministry with approximately 25 hours a week given to its responsibilities. The remaining 15 hours a week will focus on assisting the Senior Pastor in general pastoral duties surrounding facilitating discipleship and integration of people into the life of the church. The associate will work with current ministries and committees to help foster whole life discipleship for individuals and families of all ages. The pastoral duties will focus more on congregational care, organization, and administration and not regular preaching and teaching.

Youth Responsibilities:

- Leads the development of the Youth Ministry Program, which includes identifying the strengths and growth opportunities for the current program and creating a vision for the ministry which is consistent with the vision and mission of Greenleaf Friends Church.
- Leads weekly junior and senior high youth meetings and activities; reviews, develops, and selects discipleship resources in cooperation with Senior Pastor and Education Committee; develops the vision and purposes of youth events, meetings, and activities.
- Identifies and develops creative opportunities to connect with unchurched junior and senior youth in the community to invite, welcome, and integrate them into the life and fellowship of the church.
- Initiates and develops relationships with youth and families through personal visits and regular communication; remains sensitive to the personal and spiritual needs of youth.
- Strategically coordinates, manages, and communicates the youth ministry calendar in coordination and cooperation with GFC staff and the overall church calendar. Maintain a minimum of a two-month calendar of events. Ensure excellent forms of communication with parents/guardians of youth.
- Identify, equip, train, and empower a team of adult volunteers who will partner with the Youth Pastor in ministering to, teaching, and leading the youth; delegate responsibilities as needed.
- Attend Christian Education Committee meetings to report about current activities, clarify budget usage, and make recommendations for new budget items as needed.

Associate Pastor Responsibilities:

- Works with the Senior Pastor to clarify and implement the vision, goals, and strategy of all GFC ministries.
- Provide leadership, support, and resources to all staff and volunteers involved in church ministry programs.
- When called upon, provides pastoral care to members and attenders of the church.
- Shows regular appreciation for and encourages ministry team members and volunteers.
- Foster a spirit of teamwork, cooperation, and unity across all relationships and ministries.
- Involved in processes related to newcomer and new believer follow-up (membership)
- Champion the development of systems and infrastructure by all ministries and support areas that support healthy, long-term growth of the church.
- Occasionally teach in the absence of pastors, leaders, or teachers.
- Participate in various parts of the worship services and events.
- Attends and participates in staff meetings; leads and facilitates team meetings as needed.

Requirements:

- Exemplify servant leadership qualities listed in Galatians 5:22-23.
- Fully aligned with the message, mission, and ministry strategy of GFC.
- Spiritual maturity to support the growth of a healthy church.
- Strong organizational and communication skills.
- Ability to build relationships with people of all ages.
- Able to handle confidential matters and material with excellence.
- Establish appropriate boundaries and pursue a healthy balance of family, personal health, and ministry.

Role Expectations:

- Consistently complete duties and responsibilities in a timely way.
- Participate in relevant committees.
- Maintain a positive relational stance on all fronts.
- Contribute to a positive and effective staff team dynamic.
- Demonstrates a commitment to personal spiritual growth by consistent attendance and involvement in Greenleaf Friends Church, being attuned to one's own spiritual health and self-care, and consistent investment in prayer and study.
- Integrates prayer into all ministry activities; organizes prayer in ministry programs.

GREENLEAF FRIENDS CHURCH
GENERAL EMPLOYEE CORE COMPETENCIES and QUALIFICATIONS

1. Must be a dedicated Christian who displays Christian faith through attitude and actions. That is, exhibits a growing relationship with God, has a teachable spirit, healthy communication skills and displays happy family and other relationships. Is committed to prayer and other spiritual disciplines that help cultivate growth and maturing in Christ.
2. Is in agreement with and signs the Greenleaf Friends Church statement of faith, and commits to serve in harmony with it. Agrees that non-compliance with the statement of faith is considered grounds for termination of employment.
3. Is willing to serve under the leadership of the pastor and assigned supervisor, as appropriate to hired position. Accepts an evaluation by the supervisor after six months of job performance and annually thereafter within 30 days of the annual date of hire. Is open to suggestions and counsel for improving work performance and will accept correction. Is also aware that the supervisor welcomes questions and information about the position at non-evaluation times.
4. Agrees to become a member of Greenleaf Friends Church after the six month evaluation, if s/he is not at the time of employment. (Custodial Care employees are exempt from this requirement, although they are encouraged to become a member.)
5. Has a welcoming servant heart and views the staff position as one of ministry. Is attentive to opportunities to pray with and care for others. Has good people skills and enjoys being with people.
6. Has a passion for evangelism and outreach.
7. Maintains confidentiality. Does not share private information without permission from the person/s involved. Does not share private information with those who are not "in the need to know" for ministry purposes.
8. Will exhibit energy and enthusiasm in their daily work. Has good time management skills or is open to training to grow in this. Genuinely cares that others are successful in their areas of service. Will purposefully work at good communication and cooperation with other church staff members. Will be a team player.
9. Will have timely and consistent availability for responsibilities and is regularly involved in the life of the church.
10. Represents the church and its interests in a professional manner, both within GFC and in the community. Maintains a positive reputation that represents Christ well.
12. Has a valid Idaho driver's license and maintains liability insurance on their vehicle if others will be transported in their car as part of their ministry assignment.
13. Clears a police background check as required by the GFC Child Protection Policy. Remains current in Ministry Safe training.
14. Has a working computer knowledge.
15. Maintains a tidy workspace if their position includes a designated spot/office in the church.
16. Will maintain accurate records of days and times worked, and of vacation time used, as appropriate for the position. Will submit those records in a timely manner to the bookkeeper or other person as instructed by their supervisor.

I hereby sign to indicate that I have read and will comply with the above statements.

Signed _____ Date _____

Witnessed by _____ Date _____

Application Requirements

Please submit application by email to Senior Pastor: nathan@greenleaffriends.org

- 1) Include a current resume/job history.
- 2) Provide three references: an employer, a co-worker, and a person of your choice.
- 3) Give your personal testimony/story of how you came to Christ.
- 4) Describe your current walk with the Lord.
- 5) Tell us what attracted you to this position.
- 6) Describe the spiritual gifts and personal strengths that you would bring to this position.