

**First Congregational United Church of Christ  
Appleton, Wisconsin  
Job Description Part-Time**

**Job Title:** Director for High School Ministries

**Reports to:** Pastor for Youth and Spiritual Outreach

**Prepared by:** Human Resources Committee

**Effective Start Date:** Immediately

**Hours:** Three-quarter time position (30 hours per week); hours vary seasonally with school year, some nights and weekends.

**Summary:** The Director for High School Ministries develops, guides and leads the high school youth by implementing and strengthening a ministry that helps youth embrace a deep and sustainable Christian faith, offers them leadership opportunities, and promotes a sense of belonging.

**Essential Duties and Responsibilities:**

**High School Ministry:** include, but are not limited to, the following:

- Facilitate and strengthen the existing high school youth ministry of First Congregational UCC by deepening caring relationships with students, empowering gifted adults and fostering a welcoming atmosphere of belonging and fellowship.
- Recruit, coach, deploy and coordinate volunteers in the high school youth ministry using a ministry team approach.
- Implement the Youth Ministry Architects model developed by First Congregational UCC in all aspects of this ministry.
- Directly develop relationships with youth, parents and volunteers by taking interest in their lives and weaving high school ministries into the intergenerational life of First Congregational UCC.
- Build relationships with the entire staff of First Congregational UCC, seeking to work collaboratively and supportively with our larger church's mission, values and intergenerational focus.
- Foster and resource student leadership in the ministry.
- Possess a heart for shepherding and encouraging youth in their faith and personal journeys; display a strong personal commitment to faith.
- Display strong administrative, planning, organizational and communication skills.
- Keep all documents related to high school youth ministry updated and accessible.
- Collaboratively develop and consistently communicate high school youth ministry events and opportunities to parents, youth and the church.
- Teach studies, plan and lead weekly discussions or special events, manage budget, and ensure ministry supplies are available.
- Co-lead summer mission trip along with a pastor, and possible overnights and/or weekend retreats.
- Serve as a key voice and advocate for the high school ministry in an interdisciplinary, collegial environment. Attend staff meetings.

**Supervisory Responsibilities:** include, but are not limited to, the following:

- Directly supervise high school adult volunteers.
- Carry out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include recruiting and training volunteers; planning,

assigning and directing work; evaluating performance; addressing complaints; and resolving problems.

**Qualifications:**

- The ideal candidate will possess a bachelor's degree or equivalent, having participated in Bible or theology classes or other religious training.
- Experience working with youth, youth ministry or related field preferred.
- Proficiency in Microsoft Office and ability to learn other applicable computer programs and office equipment.
- Must exhibit a faith and possess values supportive of the United Church of Christ and First Congregational UCC.
- Strong interpersonal, time-management and delegation skills.
- Displays sound judgment, a positive attitude and professional conduct, including the ability to maintain confidentiality.
- Valid driver license; background check required.

**Compensation:**

- Salaried, per HR.

**Physical Functions:**

- Able to use staircases, walk, sit, bend and lift. Ability to lift 20 pounds.

**Application:**

- Please submit a cover letter and résumé by August 15, 2016, with at least 3 references not related to the applicant, to [kunderwood@firstcongoappleton.org](mailto:kunderwood@firstcongoappleton.org).