

## **HILLSBOROUGH PRESBYTERIAN CHURCH**

**JOB TITLE:    YOUTH DEVELOPMENT WORKER**

### **JOB DESCRIPTION**

#### **Vision :**

*“recognising our children and young people as a vital part of today’s church, we seek to nurture them towards a maturing faith in Jesus Christ”*

#### **Job Purpose:**

To assist the Minister, Kirk Session and Congregation to realise their vision for children and young people.

#### **Main Duties and Responsibilities:**

1. Facilitate and encourage the spiritual development of children and young people;
2. Through regular interaction, including home visiting, build pastoral relationships with children and young people in the 9-20 year age group and their families;
3. Create opportunities and age appropriate programmes which will facilitate fellowship among young people;
4. In collaboration with the minister, assist, support and, where appropriate, have direct involvement in Sunday worship, teaching, fellowship and discipleship programmes;
5. Encourage and facilitate children’s and young people’s attendance and participation in Sunday worship;
6. Resource, assist, support and encourage the leaders of existing organisations within their programmes;
7. In collaboration with the minister and relevant members of session, research potential education/course materials;
8. Plan, co-ordinate and lead all summer activities and youth residential weekends;
9. Continue our creative links with the local primary school;
10. Assist our children and young people through the various transitions within our organisations and into the larger church family;

11. Ensure that events and activities involving our children, young people and families are communicated effectively throughout the congregation;
12. Be conversant with the HPC policies and practices and ensure their rigorous implementation in planning and carrying out all children and youth activities;
13. Keep accurate and detailed records of all income and expenditure; ensure cash is held securely and spending remains within the agreed budget;
14. Attend and contribute to regular staff meetings, meet and report to Line Manager/s as requested and report to Kirk Session annually;
15. Seek prior approval of minister and, where necessary, management group with respect to attendance at courses and new work related initiatives;
16. In collaboration with the management group, draw up short and medium term work plans;
17. Submit time sheets on a weekly basis and expenses claims on a monthly basis.

The above is not an exhaustive list of duties and you may be asked to carry out different tasks as necessitated by your role within the Congregation and the overall requirements of the Congregation.

**Responsible to:**

The Kirk session through the Youth Development Management Group