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**Position Description: Director of Youth Ministry, Family Ministry Associate and Webmaster**  
**This is a .8 position**

**General Description:**

The Director of Youth Ministry helps to accomplish the vision and mission of Emmanuel Baptist Church through the Youth Ministry. This involves giving leadership to all aspects of discipleship and spiritual formation in the lives of youth at EBC, interfacing with their families, and building bridges to young people in the broader Saskatoon community.

The Director of Youth Ministry, Family Ministry Associate and Webmaster will joyfully and diligently engage in practices which nurture health and growth as a follower of Jesus.

**Specific Accountabilities:**

Under the direction of the Director of Family Ministry, the Director of Youth Ministry will be responsible for:

**1. Youth Ministry (20 hrs)**

- a. Programming
  - i. Oversees the organization of activities for junior and senior high youth (grades 7-12) and the development and execution of a regular rhythm of programs which achieve the vision/mission of the youth ministry. These will include:
    - Junior High mid-week program
    - Senior High mid-week program
    - Intentional summer strategy
    - Service Activities
    - Retreats
    - Mission Trips
  - ii. Recruits and trains and nurtures volunteers to assist with youth ministry
- b. Communication
  - i. Communicates effectively to youth, youth leaders, parents, community, the vision and mission of EBC youth ministry
    - Develops a strategic and intentional rhythm of teaching and application to youth
    - Communicates with parents in an effective and timely manner
    - Meets regularly with the family ministry staff to develop a consistent plan of spiritual formation
    - Equips volunteers with a vision of deep devotion and discipleship
    - Meet regularly with volunteers for discipleship and direction
    - Create a team environment among the youth leaders and develop avenues of growth and development
- c. Youth Development/Mentoring/Counseling
  - i. Provides care, guidance and mentoring to youth, including youth in crisis and on

- the fringe.
- ii. Equip volunteers to provide care
- iii. Network with professional caregivers who can assist

**2. Family Ministry Associate (4 hrs)**

- a. Works with and supports the Director of Family Ministry in the spiritual formation of children and families at Emmanuel.

**3. Website Management (8 hrs)**

- a. Manages and maintains web content (including social media as required) and domains status for Emmanuel's congregations (Morning and the Connection) with up-to-date information
- b. Assists with promotion of programs and events in conjunction with each department

**4. Relationship Management**

- a. Contributes to Emmanuel's Leadership Team by appropriate engagement with staff.
- b. Ensures a positive, healthy work environment for colleagues and volunteers.
- c. Provides effective supervision by coaching, developing and mentoring volunteers in their respective roles within the Youth Ministry.

**5. Resource Allocation**

- a. Ensures all resources are aligned with the budget.
- b. Develops innovative solutions to resource challenges.

**6. Risk management**

- a. Ensures that all volunteers comply with abuse prevention and safety policies as well as insurance requirements.
- b. Is aware of the requirements necessary to adhere to Emmanuel's regulations and policies.

**Qualifications and Experience**

A theological degree or an undergraduate degree with some theological education is preferred. Evidence of a vibrant faith in Jesus Christ, a strong grasp of the Bible, an understanding of adolescent development and current issues in youth culture, along with alignment to Emmanuel's vision, mission, values and theological positions are required. Previous experience in youth ministry is also required.

**Required Competencies :**

The following performance competencies are considered essential for success in this position:

**1. Teamwork and Collaboration**

Demonstrates the ability to work cooperatively within a team, and with individuals throughout the organization, to achieve optimal results.

**2. Knowledge and Expertise**

Demonstrates proficiency in the knowledge and skills specific to the position and uses expertise to serve the objectives of both the department and organization as a whole.

**3. Innovation**

Encourages self and others to challenge conventional practices, employing information from

a variety of sources and generating new ways or approaches that helps to improve outcomes.

**4. Relationship Building**

Demonstrates understanding and openness towards others, nurturing and valuing positive relationships with others in own work unit and across the organization.

**5. Change Leadership**

Shows motivation and ability in inspiring others to embrace change; supporting staff in coping with transition and maintaining productivity.

**6. Coaching and Developing Others**

Demonstrates desire and ability to help others develop by accurately assessing the volunteer's interests, needs and capabilities, and then coaching or supporting that individual as necessary.

**7. Communication (Leadership)**

Demonstrates an ability to communicate with clarity and impact in a wide variety of settings.

**8. Planning and Goal Setting**

Regularly reviews department's priorities and plans, adjusting goals as overall organizational goals change.

**9. Results Oriented**

Demonstrates a consistent focus on achieving outcomes despite challenges or obstacles; demonstrating a concern for doing a good job and achieving or surpassing standards of excellence.