

**Pullen Memorial Baptist Church  
Minister with Youth and Their Families**

**Function:** To coordinate, supervise and minister to all aspects of church life that involve middle and high school students, and their families, furthering their Christian and spiritual formation through educational programs, worship experiences, retreats, community outreach, social activities, pastoral care and support services.

**Full Time Equivalent (FTE):** .80 (80%)

**Duties and Responsibilities:**

Plans and develops with youth and Youth Committee the education programs to be offered to Pullen youth on Sunday morning, Wednesday evening and at other appropriate times.

Recruits, trains, organizes and supports enough volunteers to adequately staff youth programs, while providing direct leadership as appropriate.

Represents and involves youth in the planning of church-wide programs and advocates for their inclusion when needed.

Arranges for special services, activities and trips which enhance the educational program and ministries with Pullen youth and their families including special summer programming.

Provides support as children transition into the youth program and youth transition out of the program.

Offer support to parents of youth in their parenting responsibilities.

Provides coordination and leadership in securing adequate funds for the youth program including management of the allocated budget and consultation with the Finance Committee on fund-raisers and solicitation of individual donations.

Assures, in coordination with the senior pastor and associate pastor, pastoral care of youth and their families during times of special need.

Maintains records as needed.

Performs other duties as assigned by the Associate Pastor.

**Relationships:** Is supervised by the Associate Pastor.  
Works cooperatively with: Youth Committee, Inclusion Committee, Educational Council and all other staff.  
Serves as ex-officio member, without vote, of the Education Council.

**Qualifications:** Graduation with a Bachelors Degree from an accredited college or university, supplemented by theological training, at least three years of experience working with both middle school and high school youth, and strong skills in organizing and managing program including managing program registration and in time management; or an equivalent combination of education and experience. Prefer seminary degree and specialized training in conflict resolution, peer support counseling and/or behavior management.