

St Andrew's Burgess Hill

Job Description – Assistant Youth Pastor

Employed by: St Andrew's Church PCC

Hours: Part-time (3 days per week, including Sundays)

Work base: St Andrew's Church, Burgess Hill (with flexible working, from home by arrangement)

1. Vision

- The Assistant Youth Pastor will demonstrate a clear commitment to the vision, values and leadership of St Andrew's Church.

2. People links – the Assistant Youth Pastor:

- will report to and have regular line management sessions for all areas of their work with their Line Manager, the Youth Pastor.
- will liaise closely with staff and volunteers involved in their area of ministry (Youth Pastor, Head of Operations, Children's and Young Families Pastor, Clergy, Service Leaders, Churchwardens, Parish Safeguarding Officer, etc).
- will play a full role as a member of the church's staff team, sharing in the team's corporate responsibilities and activities and playing an active part as a member of the church (e.g. prayer meetings, events, welcome meals, evening services, prayer team, staff meetings)
- is encouraged to find a prayer partner to pray with regularly.
- is encouraged to be a member of a mid-week small group.
- will engage fully in their Annual Performance Review, conducted by their Line Manager and the Vicar/Churchwardens (specific goals and objectives will be agreed each year at this meeting).

3. Role and responsibilities – the Assistant Youth Pastor will:

- assist the Youth Pastor to oversee all our ministry with 11-18s at St Andrew's, helping lead the youth programme and the teaching for these groups.
- help organise residential trips, weekends away, summer camps and mission trips.
- get alongside our young people, making disciples by leading, teaching, encouraging, supporting and listening to them.
- care pastorally for the youth, including through individual mentoring sessions and meetings with families as agreed with the Youth Pastor.
- create content for, and seek ways to improve, the youth social media presence.
- support the church's work with young people in local secondary schools and the wider community, including working closely with the Hub team of church youth leaders.
- help with recruiting, training and managing our volunteer youth team and any interns when applicable, including:
 - Safer Recruitment and training (including safeguarding training and DBS clearance etc), working closely with the Youth Pastor and the Parish Safeguarding Officer
 - one-to-one meetings with volunteer leaders
 - organising and joining team meetings, socials and prayer meetings
 - contributing to pastoral care for leaders and families
 - modelling best practice in youth ministry and safeguarding to the team
- engage fully in all required safeguarding training
- report all safeguarding issues in accordance with agreed policies and procedures

- help bridge the gap between our youth and children's ministry:
 - work closely with the Children's Pastor/team
 - be involved in children's activities and transitional activities when required
- be fully involved and committed to prayer for youth ministry.
- Be available to help with other community engagement activities and social action projects run by St Andrew's.

4. Personal qualities

- High standards of personal holiness, compassion, integrity, honesty, trustworthiness, confidentiality, discernment and the ability to live as a consistent role model of Christian discipleship to your young people, the youth team and all members of the church at all times (i.e. not just when performing church work, but in home/private life as well).
- Love for God and a natural ability to relate to children and young people, and to communicate God's love to them.
- A clear understanding of and commitment to the vision, values and leadership of St Andrew's, a teachable heart and the desire to learn.
- A clear commitment to engage fully in the practice of the gifts of the Holy Spirit and to help lead the youth team in this. You will need to be open to receiving prayer and to praying for others, seeking to discern for yourself and the church what God is saying, where repentance is needed, and to engage in advancing God's Kingdom with the authority you have in Jesus Christ.
- A missionary heart, an eagerness and enthusiasm to see new people coming to know Jesus.
- The ability to generate new ideas, to take initiative, to motivate others, to take responsibility for projects and groups.
- Flexibility and the desire to experiment and try new things (and the ability to fail, and not to take yourself too seriously – we are learning together to follow Jesus!).
- Good communication skills: written, verbal and through other media.
- Please note that there is a genuine occupational requirement that the post holder is a committed Christian.

5. Professional qualities

- Appointment is subject to compliance to an enhanced criminal record check with the Disclosure and Barring Service (DBS).
- Information Technology skills: good knowledge of standard software packages/social media/database/website etc.
- Experience in leadership and ability to organise people, teams, projects and events.
- The ability to teach young people and translate personal knowledge of the Bible into age-appropriate teaching materials and learning activities.

6. Terms and Conditions

- **See separate contract of employment.**
- **Retreat:** all pastoral staff are encouraged to take up to one week per year of retreat time, for prayer and reflection (this is not considered annual leave).