



**Position Title:** Director or Children, Youth & Minister of Programming  
**Department:** Office of the Senior Pastor  
**Reports To:** Senior Pastor  
**Date Revised:** December 2018

### **Full Time Position**

The historic Providence Missionary Baptist Church (PMBC) of southwest Atlanta is seeking qualified applicants for their Direct of Children & Youth and Minister of Programming position. This position serves in the office of Senior Pastor of PMBC and will provide complete leadership to the youth department of PMBC. Other general administrative duties are also involved. It is essential to have a pleasant and caring Christ-like spirit while being a self-starter who can handle several simultaneous tasks or projects. A deep and abiding love for youth and their spiritual development is a must. In addition a good sense of humor and the ability to effectively work with a wide array of people will be necessary. Qualified candidates should email their cover letter and resume as a single file to [jobs@providencelatanta.org](mailto:jobs@providencelatanta.org).

### **Summary of Position**

- Primarily responsible for the vision planning and implementation of all activities (educational, spiritual growth, and fellowship) for the nursery, children, and youth, and ministries for the sole purpose to build young disciples (save and strengthen souls) for Christ while serving as a spiritual leader and role model.
- Oversee the Youth Leadership Council, a team comprised of volunteer adults and youth working to create a comprehensive approach to youth ministry (in the areas of group building, worship, discipleship, mission, and outreach).
- Serve on the ministerial team of Providence seeking to integrate the nursery, children, and youth into all phases of PMBC life to support the Senior Pastor in creating an environment that is intentionally intergenerational.
- Provide comprehensive leadership and vision planning for all youth related activities, events, groups, and ministries of PMBC. This includes (choirs, drama, dance, Jam Sessions, Sunday School, VBS, etc.).



- Provide high-level administrative support to church ministries, auxiliaries and teams while maintaining complete confidentiality and serve as a caring assistant to interface with both the congregation and PMBC guests. Position requires a cheerful, pleasant, and caring Christ-like spirit, with a good sense of humor and the ability to effectively work with a diversity of people is also essential.

## **Duties & Responsibilities**

### **Youth Ministry Development & Integration**

- Provide a dependable, safe, secure, and nurturing environment for nursery care to the children while at PMBC.
  - Identify, develop, and train nursery volunteers.
  - Create a nursery program that integrates and transitions children seamlessly into our children's ministry.
- Vision plan, with the support of the Senior Pastor and youth leadership council, a comprehensive ministry organizational structure for nursery, children (elementary school), and youth (middle and high school), at PMBC including iStudy (Wednesday) and iFlow (Sunday)
- Encourage and facilitate participation by PMBC's children and youth in all youth related activities of the church (e.g. choirs, drama, dance, etc.)
- Lead and organize effective youth programs that comprehensively integrate fellowship, worship, and Christian education
- Recruit, shepherd, and develop a volunteer youth staff with diverse gifts and personalities
- Maintain an up-to-date database and constant contact with children, youth, and parents keeping them informed of ongoing activities
- Develop proper procedures, permission forms, etc. in coordination with the church administrator for youth events and activities. Ensure all leaders and volunteers are in compliance with the PMBC child protection policy and have had appropriate background checks

### **Youth Christian Education Programming**

- Create a model of a comprehensive Christian Education program, specific to the needs of PMBC, for all age ranges to journey through during their time as children and youth, as members of PMBC
- Prepare evangelism and outreach educational activities for youth who are growing to understand what life saving relationship with Jesus Christ is and/or those who have not yet made that choice

### **Youth Church**

- Organize and implement a weekly youth centered worship, fellowship, and education on Sundays between 9:30am and 1:30pm and Wednesdays between 6:30pm – 8:30pm
- Develop measurable goals for children's church activities and track the ministry's progress towards achieving those goals



- Lead youth to recognize the call of God in their life by enlisting their support and leadership in worship, bible study, prayer, and other Christian exercises

### **Growth, Missions, & Outreach for Youth**

- Maintain current knowledge of youth ministry best practices, leadership training techniques, and other practical advancements in the field of ministry as it relates to youth
- Identify metrics of spiritual and numerical growth for the ministry to be tracked and reported

### **Monitoring & Maintenance of Youth Fiscal Budget**

- Present a yearly youth budget proposal
- Monitor and maintain the annual budget of all youth related activities in the 'Ministry to Youth' department of PMBC to ensure fiscal responsibility
- Prepare quarterly ministry updates and goal accomplishments for quarterly church conferences

### **Support of PMBC Ministries/Auxiliaries/Teams (M/A/T)**

- Provide vision & event planning and support to all M/A/T groups in PMBC
- Coordinate with leaders to ensure timely completion and submission of all forms, budget maintenance, ministry service, and church calendar integration
- Coordinate with the Deacons to provide leadership and ensure all events/projects of the M/A/T's of Providence are in alignment with requirements
- Develop and implement innovative ways to update and inform our memberships of PMBC events, meetings, services, etc.
- Develop and maintain the media team handbook & trouble shooting guide

### **Worship & Church Logistics**

- Assist with the planning of church events from conception to implementation working closely with the Church Administrator and Executive Assistant to the Pastor

## **Qualifications**

### **Education & Experience**

- Required - College degree (B.S. or B.A.)
- Preferred - Master's degree (completed or concurrent) in a youth ministry related field (divinity, theology, Christian education, etc.)
- Preferred - Minimum of 1 year experience as a licensed and/or ordained minister of the gospel in a protestant tradition
- Preferred – Experience serving as a children's or youth minister, Director, or Ministry Team Leader

### **Skills & Personality Traits**

- Saved Christian - Believer in Jesus Christ who can demonstrate an ongoing relationship with Jesus Christ through regular prayer, Bible study, and worship attendance
- Ability to work in a collaborative team environment



- Ability to motivate diverse groups and persons
- Dependable, punctual, well-organized, flexible, and adaptable to the administrative challenges of supporting the ministries at PMBC
- Maintains confidentiality and trust in all situations
- Gift of hospitality and tact
- Helpful, cheerful, diplomatic, and caring servant attitude to all
- Ability to prioritize and multi-task projects and assignments using good-time management skills in a fast-paced environment
- Ability to work under pressure, at times, remaining flexible, proactive, resourceful, and efficient, with a high level of professionalism and confidentiality
- Capable of creating and executing a long term vision for PMBC's children, youth, and college students
- Engaging teacher with a strong biblical and theological background who is in agreement with the theology and beliefs of the Senior Pastor of PMBC
- Self-motivated leader, capable of casting and imparting vision for ministry, possessing relationship skills with children youth, college students, parents, and staff
- Working knowledge of standard office equipment, including copies, calculators, fax machines, etc.
- Strong proficiency with Microsoft Office suite of problems (specifically Word, PowerPoint, Excel, Outlook, Publisher)
- Working knowledge of social media sites, email marketing tools, Google (Gmail, Calendar, Search)
- Self-starter with demonstrated ability to maintain accountability, work independently, and see projects through to completion
- Ability to review correspondence for procedural and grammatical accuracy
- Takes initiative for new and special projects, as needed
- Ability to work collaboratively and effectively with all other PMBC Church Staff
- Must have a heart for service and the ministry of PMBC

## **Compensation & Work Hours**

### **Pay**

Based on experience

### **Work Hours**

Sunday – 7:15 am to 1:15 pm  
Monday – 9:00am to 5:00pm  
Tuesday – 9:00am to 6:00pm  
Wednesday - 11:00am to 8:00pm  
Thursday – 9:00 am to 6:00 pm  
Friday – Off  
Saturday - Off