

Hepburn Mennonite Brethren Church
Associate Pastor – Youth Ministries
Job Description (Updated May 2022)

PART I: Guiding Vision

Hepburn MB Church desires to invest intentionally in the next generation. We see this as one way we live out our purpose (to love God and to express that love towards all people) and values (Developing People, Living Community, Celebrating Transformation). Our “ministry map” captures our aims, key messages, programs and opportunities to serve as we seek to disciple young people from birth to young adulthood. Our youth ministry programming in particular, by valuing relationship, worship and word, seeks to give every youth in Hepburn a positive experience encountering Jesus.

As a member of the Hepburn MB pastoral team, the Associate Pastor – Youth Ministries seeks to shepherd, to serve and to be an example to youth, their families and others in our church and community.

A *shepherd* of God’s flock that is under your care...not because you must but because you are willing, as God wants you to be; ... eager to *serve*; not lording it over those entrusted to you, but being *examples* to the flock. (1 Pet. 5:2,3)

PART II¹

A. Youth Ministry Responsibilities:

<p>1. Youth Ministry Programming: The Associate Pastor, working collaboratively with the pastoral staff team, is responsible to develop and to operate youth ministry programming reflecting the purpose and values of our church, as well as our “ministry map” for 0-18+ and our philosophy of youth ministry. Youth ministry programming should be a welcoming and safe environment (see our <i>Safe Place Policy</i>) where youth can meet Jesus and mature as followers of Christ through relationship, worship, teaching and service.</p>	
<p>2. Teaching and Discipling: The Associate pastor oversee and take an active role in the teaching and discipling of youth. This will include both formal (e.g., baptism and church membership classes) and informal, “life-on-life” learning opportunities (e.g., mentorship).</p>	
<p>3. Relationships: The Associate Pastor should systematically seek to build relationships with youth and their families. He/she is to listen, encourage, pray, teach, and give counsel and direction when appropriate. As these relationships develop, he/she is to help youth discern their gifts and to encourage/train them to use their gifts where they can.</p>	
<p>4. Community Involvement: The Associate Pastor is responsible to involve him- or herself in the Hepburn community in order to build relationships with youth, parents and community members (e.g., involvement at school functions, community events, etc.).</p>	
<p>5. Youth Ministry Team: Working together with the pastoral staff team, the Associate Pastor is responsible to develop and to lead a team of youth ministry volunteers. This includes ongoing discerning, training, and empowering of these leaders, who will in turn lead, serve and be an example to youth.</p>	
<p>6. Pastoral care: As a part of the pastoral staff team, and working alongside the Hepburn MB Caregivers Team, the Associate Pastor will provide pastoral care to youth, parents, church and community members as needed.</p>	

¹ “Associate Pastor” in the following refers to Associate Pastor – Youth Ministries

<p>7. Administration: The Associate pastor is responsible for administrative tasks related to youth ministry programming, including creating and maintaining necessary policies and guidelines, developing an annual programming budget (working as a staff team in collaboration with Hepburn MB Finance and Facilities Team), managing of the budget, and regular communication to Leadership Council, parents and the church family.</p>	
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B. Other Responsibilities:

<p>1. Sunday Morning Services: The Associate Pastor is expected to be involved in Sunday morning services on a regular basis. He/she should exercise his/her giftedness in the morning services in order to build connections with those who might not otherwise interact with him/her. This may include, but is not limited to, preaching, leading Sunday morning services, leading singing, teaching Sunday classes, leading communion, etc.</p>	
<p>2. Weddings, Funerals, Baptisms: Through relationships built with youth, as well as the church and community, the Associate Pastor will be expected to officiate at weddings, funerals and baptisms when asked or required.</p>	
<p>3. Personal and Professional Development: The Associate Pastor will reflect a growing likeness of Jesus, faithfully pursuing a personal journey of discipleship. This will involve a commitment to personal and corporate spiritual disciplines, regular conversations around life with God, and ongoing professional and personal development. As those who follow the Sabbath-giving God, he/she will maintain a health rhythm of work and rest, guarding his/her physical, mental, emotional and relational health. The Associate Pastor will participate in our Performance Feedback and Development Planning process.</p>	

C. Other Expectations:

1. Reporting: The Associate Pastor reports directly to the Lead Pastor. He/she is to be accountable to the Lead Pastor as his/her supervisor and will meet regularly with him/her. The Associate Pastor is also a non-voting *ex officio* member of Leadership Council. He/she will attend Leadership Council meetings as requested and as his/her schedule permits.
2. Team: The Associate Pastor serves as a member of the Hepburn MB pastoral staff team. Together they shepherd and serve our church and community, often sharing pastoral responsibilities. The expectation is that the staff team collaborates closely as they do their part in accomplishing the purpose and ministry of our church.
3. Mentoring: The Associate Pastor should be intentional in developing a set of mentors both within and beyond the walls of Hepburn MB. He/she is to meet regularly with these mentors for personal accountability, as well as spiritual and professional development.
4. Membership: The Associate Pastor is required to become a member of Hepburn MB Church, and will commit to the responsibilities and expectations of church membership.
5. Credentialling: Within three months of starting in the role, the Associate Pastor will successfully complete the SKMB ministry credentialling process.
6. Participation in MB Conference Activities: The Associate Pastor will participate regularly in the activities of the Saskatchewan and Canadian MB Conferences.