

YOUTH MINISTRY ASSISTANT DIRECTOR (FULL-TIME)

The Falls Church Anglican (TFCA) is seeking a full-time Youth Ministry Assistant Director who will passionately and attractively convey Biblical truths to students, both in teaching and fun. This position will oversee one of the following areas: Middle School Girls, Middle School Boys, High School Girls, or High School Boys.

In this position, the Assistant Director will help facilitate weekly gatherings (Sunday night ministry), remain available for any questions and concerns from the leaders and students, and intentionally invest in students who are particularly hungry in their spiritual walk.

Duties and Responsibilities:

- **Implement and Support the Department's Ministry Plans**
 - Assist the Director in planning and carrying out youth ministry to build relationships to evangelize and disciple students. Speak, lead Bible studies, train ministry volunteers, pray with students and their parents, and manage activities. Suggest/initiate program improvements. Serve as leadership contact for interested students, parents, volunteer leaders, and others as required and maintain effective relationships and communication. Ensure plans and projects are sufficiently supported with volunteers, staff, technology, facilities, and communications. Plan and provide communication to/facilitate positive relationships with all key groups, which may include students, family members, vendors, venues, and other TFCA departments. Assist with budget tracking and financial management for Crossroads. Track ministry results and provide reports as requested by the Director.
- **Work with Staff, Volunteers, and Participants**
 - Ensure adequate staff and volunteers are available and assigned to projects. Help recruit, train, supervise, develop, and recognize teams of volunteers with skills needed for each role. Interact with participants of ministry activities to foster communication, relationships, and spiritual growth. Build relationships with ministry participants and deliver required services.
- **Special Events**
 - Plan, deliver, and coordinate for special events. The types of events vary in purpose and frequency but include planning, scheduling vendors, ensuring event safety, defining and filling volunteer needs, communication, onsite support, event budgeting, knowing and meeting legal or organizational requirements, interacting with participants, potential travel, clean-up, and follow-up actions.

- **Teamwork**

- Participate as an active part of the Youth Ministry team under the supervision of the Director. Actively assist with ministry communication, promotion, and problem-solving. Mix and mingle with the leaders and provide encouragement and support.

Communication

- Respond to parent or student emails promptly and clearly.
- Effectively cast vision and share helpful resources with the volunteer small group leaders.
- Meet with any parents who request a meeting (unless the situation can be better handled by the Youth Ministry).

Qualifications:

We're seeking candidates who have a strong desire to maintain the church's reputation of spirit-filled traditional and contemporary worship services. The successful candidate will have:

- Bachelor's degree
- 2 years of ministry experience (Volunteer Ministry Experience Accepted)
- A personal, mature, and dynamic relationship with Jesus Christ.
- Ability to travel 3 weeks out of the year.
- Theological views are in line with TFCA's.
- Demonstrated study of the Word and an ability to articulate it in a captivating way.
- Relational in Nature
- A go-getter who takes initiative and is willing to create programs from scratch.
- A team player who is excited to jump in to help others in their programs
- Agreement with TFCA's doctrinal position (see <https://www.tfcanglican.org/visit/what-we-believe>)

Within this context, we are committed to equality of treatment in hiring and in all employment conditions and opportunities. Compensation depends on experience. We offer an excellent benefit package.

How to Apply : Please send a cover letter and resume to resumes@tfcanglican.org, with "Youth Ministry Assistant Director" in the subject line.