

JOB DESCRIPTION (.375 FTE)

Interim Associate Pastor or Director of Youth Ministries

Community Mennonite Church of Lancaster

Revised Sept. 1, 2025

Overview: Individual will oversee programming and spiritual formation of the youth of CMCL. This will include participation in youth activities, and building pastoral relationships with youth and their families. Oversight of specific programs including Senior Youth Christian Education, Senior Youth Auxiliary Programs, and Junior Youth Auxiliary Programs.

Vision & Mission: The vision of CMCL is to make known to our children and youth in action, not just in word, that they are “known and loved by God.” Our opportunities to communicate this happen in worship, in relationships, in our telling of the Biblical story, in Christian Education programming, and in auxiliary youth programs. The mission of the Interim Associate Pastor or Director of Youth Ministries is to be the staff member who takes the lead in focusing on the needs of the youth of CMCL. This role helps the church live out the vision through programming that incorporates faith-based foci, making connections to CMCL’s core values, and developing vision for youth ministries. This is done working alongside the Pastors and other congregational leaders.

QUALIFICATIONS

1. Vision and passion for youth ministry.
2. Committed to Anabaptist expression of the Christian faith and involvement in CMCL’s congregational life.
3. Comfortable and confident in own faith/spirituality and able to share it effectively with others.
4. Training or experience in working with youth.
5. Background in Biblical/Divinity Studies and if applying for the Pastor position: Pastoral Training.
6. Able to empower and equip others and to delegate responsibilities.
7. Excellent communication, organizational, time management and administrative skills.
8. Flexible schedule to include evening and weekend hours.
9. Able to relate well to persons of all ages.

DUTIES

If hired as a Pastor: Offer Pastoral/Spiritual Leadership to Youth and Their Families

- Share in pastoral care responsibilities through the lens of his/her work with youth and families. Pastoral care happens within those relationships and through the building of formal and informal connections in their daily work.
- Meet with Pastoral Team as needed and invited to coordinate pastoral care responses.
- Develop ways to make theology and CMCL’s core values applicable to the lives of youth.
- Develop connections between Christian Education Programs and Auxiliary Youth Programs by working collaboratively with the leadership of those programs.
- Develop pastoral relationships with youth and their families, and provide individual pastoral care in consultation with the other pastors and Pastoral Team.
- Foster relationship building among youth.
- Foster relationships between youth and their local and global communities.
- Attend the Atlantic Coast Conference youth minister’s cluster meetings, participate selectively in wider Mennonite Church USA processes and activities, and attend MC USA conferences and assemblies as appropriate in coordination with the other pastors.
- Attend conferences and seminars to support personal and professional development.

- Participate regularly in spiritual direction.

If hired as a Director, Offer Spiritual Leadership to Youth and Their Families

- Keep Pastoral Team informed about pastoral care needs.
- Develop ways to make theology and CMCL's core values applicable to the lives of youth.
- Develop connections between Christian Education Programs and Auxiliary Youth Programs by working collaboratively with the leadership of those programs.
- Foster relationship building among youth.
- Foster relationships between youth and their local and global communities.
- Attend the Atlantic Coast Conference youth minister's cluster meetings, participate selectively in wider Mennonite Church USA processes and activities, and attend MC USA conferences and assemblies as appropriate in coordination with the other pastors.
- Attend conferences and seminars to support personal and professional development.
- Participate regularly in spiritual direction.

Coordinate and Oversee the Vision for Youth Programming

- Work with parents and the congregation to review the level of program sustainable for the coming year, develop and implement our vision for youth ministry in all aspects of our programs.
- Provide communication links and coordination between different parts of the congregation and youth ministry.
- Be available to teachers/leaders 3 out of 4 Sundays mornings and encourage support of teachers/leaders through letters, phone calls and planned appreciation events.
- Participate in and resource Children and Youth Christian Education Committee.

Oversee Auxiliary Youth Programs (Senior Youth and Junior Youth)

- Provide nurture and coaching to support volunteers to share their faith with youth as they work with them.
- Attend and facilitate auxiliary youth programs regularly.
- Work with and resource volunteers, and offer opportunities for volunteers to develop skills for working with youth.
- Oversee communication with families regarding all auxiliary youth program activities and events.
- Work with all pastors to develop a vision for youth and families that mirrors CMCL's core values.
- Carry out specific roles that include coordinating and attending youth retreats and service learning trips, coordinating senior youth fundraisers, co-leading Faith Formation classes, assisting with mentor programming and CMCL faith rituals for youth.
- Participate in wider church functions such as attending weekly staff meetings, Staff Relations Committee, Council and other committees as needed/invited.
- If hired as a Pastor, preach to CMCL congregation at least twice each year.

Coordinate and Resource Youth Volunteers

- Provide nurture and coaching to support volunteers to share their faith with youth as they work with them.
- Provide opportunities to volunteers to develop skills for working with groups of youth.

- Provide volunteers with information about age-appropriate youth faith development.
- Serve as a resource person for all teachers and leaders, individually and in group events.

Incorporate Youth into Congregational Life

- Coordinate efforts of committees to involve youth in worship and service.
- Coordinate with the Children and Youth Christian Education committee to communicate youth activities to the wider congregation (bulletin announcements, newsletter, email, etc.).
- Be visible in worship leadership periodically – children’s story, scripture reading, or leading prayer.
- Meet regularly with other Pastor(s) for planning and coordination.

Other duties as assigned.

ACCOUNTABILITY:

1. The Interim Associate Pastor or Director of Youth Ministries will be accountable to the congregation through the Staff Relations Committee.
2. Day-to-day supervision will be provided by the person identified as “Head of Staff.”
3. The Interim Associate Pastor or Director of Youth Ministries will name an advocate who can represent her/his interest to the Staff Relations Committee.
4. Feedback will be provided at least annually by this role’s supervisor and Staff Relations Committee.

Drafted 3.14.16 by Staff Relations Committee
 Approved 5.5.16 by Congregational Council
 Revised 9.12.16 by Staff Relations Committee
 Revised 9.1.2025 by Staff Relations Committee