

**New Braunfels Bible Church**  
**652 Loop 337**  
**New Braunfels, Texas 78130**

**JOB DESCRIPTION AND ESSENTIAL FUNCTIONS**  
**Associate Pastor of Youth and Family Ministries**

**Purpose:** The purpose of the Associate Pastor of Youth and Family Ministries is to lead and oversee an effective and comprehensive ministry that disciples, equips and supports the marriages, families and youth of NBBC. He will provide vision, energy, oversight and direction to ministries focused on youth and families.

**Required attributes:** A heart for ministering in the body of Christ:

- Spiritual maturity in personal attitudes and actions, habits and relationships
- Ability to connect with youth and parents and mentor them toward a Godly lifestyle
- A passion to create an environment for spiritual growth in children, youth and their families
- Commitment to grace theology, with ‘teachability’, a desire to grow and in full agreement with NBBC’s doctrinal statement
- Leadership background and experience with kids and youth. and/or family ministry (2-5 years)
- A ‘team builder’ – engaging, open and responsive, drawing others in
- Excellent work ethic, protective, efficient with time and money
- Attitude of a servant. Fun to be with and devoted to the call of God and NBBC

**Responsibilities include:**

The Associate Pastor of Youth and Family Ministries will work 40 hours per week. The Associate Pastor of Youth and Family Ministries will report to the Senior Pastor and will work closely with the elder board, all staff members and volunteers.

\* The list below is a sampling of the types of work and responsibilities intended for this position.

**Plan**

- Develop and evolve strategy for the way NBBC intentionally evangelizes, disciples, and mentors a child for the 18 years they are in Kids/Youth.
- Implement a strategy to equip parents to help develop and disciple their kid’s relationship with Jesus.
- Provide, lead, and administer opportunities for special experiences such as camps, retreats, mission trips, outings, fellowships, and ministry projects.
- Set annual student ministry goals.

**Connect**

- Actively labor among the junior high and high school age groups throughout the week (i.e. youth group, functions, mentoring)
- Serve as one called by God as a pastor---teacher
- Ensure healthy and appropriate parent communication and involvement in youth ministry through various means from active involvement to advisory roles.
- Pray for students and their families.
- Seek to lead students and their families to become fully devoted followers of Jesus Christ through evangelism, discipleship, worship, prayer, ministry and fellowship.

**Teaching**

- Ensure that the curriculum used at each level of spiritual development connects to the next level and is faithful to the aim of the Bible as a whole

- Equip students and adult volunteers to become multiplying disciples of Christ.
- Lead ministry initiatives that prepare, equip and enrich couples in marriage; build a team of marriage mentors and volunteers to help shepherd engaged and married couples; create relevant events and initiatives on practical issues of life that will enhance the spiritual and relational growth in marriage.
- Oversee/lead ongoing weekly student activities, including Sunday School and activities during the week, typically on Wednesday Evenings.

### **Training**

- Develop and implement a plan for on-going parent training and encouragement
- Oversee discipleship that focuses on biblical roles and responsibilities of parents
- Responsible for developing a leadership structure and implementing it within the volunteer teams to enhance and support all our services to create strong team culture.
- Provide biblical counsel to individual students, families, and volunteer staff as needed.
- Participate in personal training opportunities.

### **Administration**

- Ensure all security policies and standards are maintained.
- Prepare and administer student budgets and designated accounts according to church policies.
- Handle additional responsibilities as assigned by the Lead Pastor or supervisor.

### **Key Results**

- Kids and Youth programs are running smoothly, kids are becoming followers of Jesus and being developed.
- Directors are empowered and excited about what they are doing.
- Ministry leaders and their teams have clarity of vision, are unified, have a sense of purpose, and are healthy.
- Parents and grandparents are being equipped to lead their children/grandchildren spiritually.
- Environments are safe, fun and age appropriate so that kids and students can experience Jesus.
- All aspects of the Sunday experience are vibrant, relevant, impactful, and are being executed with excellence.
- Overall, Kids and Youth departments are reflecting the mission, vision and values of NBBC.