



Revised 08/16/26

Position Title	Department/Ministry/Location
Associate Youth Pastor (Middle School)	NextGen Team
Supervisor Position Title	Weekly Hours
Lead Youth Pastor	40-50 (Saturdays and one weekday off)
Position Status/ Classification	Ministerial Status
Regular Full-time	Ministerial

Position Summary:

The Associate Youth Pastor (AYP) assists the Lead Youth Pastor in carrying out the Family ministry of University Christian Church (UCC), guided by our Vision, Mission, and Values (VMV), with a focus on nurturing, developing, and equipping our Middle School students in their relationship with God. As such, the AYP represents UCC, its staff, elders, and congregation, at all times and will hold themselves to a higher standard of personal and professional excellence.

The AYP will have a genuine passion for seeing students led into a relationship with Christ and developed for their roles in the Kingdom of God. While serving and supporting the overall Youth Ministry, the AYP will have a primary ministry focus on middle school students and their families. The AYP puts into motion the direction for the Middle School focus within the Youth Ministry - teaching, curriculum, volunteer coaching, mentoring, and pastoral care - carrying out a nested teaching curriculum in alignment with the overall vision and culture established by the Lead Youth Pastor. The AYP also serves as an important organizational leader and integrator (across and within the staff) helping to inform, shape, and guide the execution of UCC's VMV across the staff and through the local body. Over time, the AYP is developed and equipped to be able to step in and cover the strategic and operational leadership of the full Youth Ministry whenever the Lead Youth Pastor is unavailable - this is a capability to be developed, not a guarantee or necessity of eventual promotion into that role.

Essential Duties and Responsibilities:

The essential functions include, but are not limited to the following:

- Display integrity, faithfulness, and a servant's heart; setting the proper example for others to emulate
- Collaborate with the Lead Youth Pastor in the overall vision, planning, and execution of UCC's Youth Ministry
- Recruit, oversee, develop, and enable volunteers to accomplish the mission of shepherding our Middle School students, coaching volunteer leaders toward ministry excellence
- Implement the teaching direction, set by the Lead Youth Pastor, and lead weekly nested Middle School youth group services and curriculum, in alignment with the overall vision of the Lead Youth Pastor
- Communicate well with volunteers, students, parents and staff as needed
- Coordinate, lead students, and attend camps, conferences and other youth ministry experiences as assigned
- Partner with parents to develop and lead strategies that equip them to disciple their students
- Work with the NextGen Administrator on completing tasks such as parent emails, social media, student

tracking, student/parent texting, website updates, etc.

- Provide primary leadership and pastoral presence for the Middle School focus area while actively supporting and participating in the broader Youth Ministry
- Help plan and lead weekly youth ministry programming
- Attend student events outside of normal youth group time regularly
- Develop meaningful relationships with students and provide discipleship, encouragement, and spiritual guidance
- Work collectively with the NextGen team to ensure healthy transitions from one ministry stage to the next
- Plan, organize, and carry out focused enrichment events/activities that support the overall vision of the Youth Ministry
- Provide input regarding the planning and management of the Middle School budget and resources
- Serve as a key thought-partner to the Lead Youth Pastor on overall Youth Ministry strategy, teaching philosophy, and culture, bringing forward ideas and direction rather than simply executing decisions made elsewhere
- Develop the knowledge, relationships, and competency needed to step in and cover the full requirements of the Lead Youth Pastor role whenever needed (e.g., absence, leave, or emergency) - a readiness to be built, not a guarantee of future promotion into that role
- Accept additional assignments or tasks requested by the Family, Executive or Lead Pastors

Qualifications (Knowledge, Skills, and Abilities)

Education and Experience:

- Bachelor's Degree in a ministry related field
- Practical experience coaching, leading teams, and teaching or preaching; ideally 1-2+ years, with demonstrated growth toward increasing ministry leadership

Knowledge and Skills:

- Strong interpersonal skills; relates well to all kinds of people, builds effective relationships, communicates effectively both interpersonally and corporately
- Ability to foster a positive team culture of excellence and effective ministry
- Can communicate the gospel clearly and effectively
- A willingness to learn and grow
- Works well in a team environment
- Ability to teach and communicate biblical truth clearly and compellingly to students, and to develop curriculum, not just deliver it
- Demonstrated capacity for growth into broader pastoral leadership, including vision-casting and strategic oversight of a ministry team
- Ability to lead staff and volunteer groups and teams
- High level of problem-solving abilities among both staff and volunteers

Licenses, Registrations, and Certificates:

- A background check and drug screening are required

Spiritual Requirements:

- Personal faith in Jesus Christ and agreement with UCC's Core Beliefs
- Submit to the leadership of the Lead Pastor and Elders
- Have a growing and vibrant walk with Christ
- Attend services regularly
- Support UCC financially through tithing
- Actively disciple and pastor within UCC, equipping the congregation to carry out our VMV
- Continue to reach the lost through the advancement of the Gospel of Christ; personally and professionally

Physical Requirements:

- Able to conduct business both sitting and standing, in an active and dynamic environment (classroom, office, outdoor camp)
- Able to commute to and from work to the church campus or designated off-site locations; as necessary

Employment At-Will:

All employees of UCC are at-will, and as such, are free to resign any time without reason. UCC, likewise, retains the right to terminate an employee's employment at any time with or without reason or notice.

Nothing contained in this job description or any other document provided to the employee is intended to be, nor should it be construed as, a guarantee that employment or any benefit will be continued for any period of time. Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons that are not intended to and do not create an employment contract for any specific period of time.

No manager, supervisor or employee of UCC has any authority to enter into any agreement for employment for any specified period of time or to make any agreement for employment other than at-will.

Acknowledgment

I have read and received a copy of my job description and at-will employment statement. I understand this overrides anything I have been given or told in the past. I further understand that I am expected to follow my job as is outlined above and if I have any questions concerning what is expected of me, I will speak with my immediate supervisor. I also understand that the statements above are intended to describe the general nature and level of work being performed by me and are not to be construed as an exhaustive list of responsibilities, duties, and skills required for this position. Therefore, I may perform other related tasks under the direction of my supervisor and/or the Executive Pastor.

Employee Printed Name: _____ Date: _____

Employee Signature: _____

Supervisor Printed Name: _____ Date: _____

Supervisor Signature: _____