



“As a community of believers, West Valley Missionary Church, exists to help people meet, know and serve Jesus Christ.”

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Greetings!

Our church is searching to find someone to serve our congregation. Primarily we are looking for someone to serve as youth pastor (starting as part-time with hopes that it will transition to full time). However, we are open to finding someone who will serve in a dual position... part-time youth pastor and part-time worship ministry director.

Our congregation is located on the west side of Yakima, Washington...in a rural area. We normally have about 110-130 people in attendance at our Sunday morning worship service. We have a potential for roughly 20-30 young people in our youth ministry.

Our congregation has a great reputation of supporting kingdom minded adventures. In response to the Great Commission, we emphasize the importance of discipleship.

Our church is associated with the Missionary Church Inc. denomination (based in Fort Wayne, Indiana).

Attached to this letter you will find two more documents... job descriptions for a youth pastor... and a worship ministry director.

If you have questions, then feel free to contact me...in turn I will share your questions with our elder board.

Please be in prayer for us as we listen closely to the Holy Spirit for His direction, guidance and wisdom.

In His Grip,

Rev. James Merillat
Senior Pastor
yopasjim@msn.com



JOB DESCRIPTION for the YOUTH PASTOR WEST VALLEY MISSIONARY CHURCH

PURPOSE:

This position exists in order to further the ministry and outreach of the West Valley Missionary Church, especially as it pertains to the youth of the church family and the surrounding community, seeking to:

1. Lead young people to faith in Jesus Christ as Savior,
2. Disciple them in Christian growth,
3. Challenge them to a life of Christian service,
4. Love them unconditionally,
5. Provide them with wholesome and enjoyable activities, and
6. Help them see themselves as significant, gifted people, for whom God has a loving, wonderful plan.

RELATIONSHIPS:

1. The Youth Pastor will work under the direct supervision of the Senior Pastor and will be accountable to him.
2. He/she shall meet with the Senior Pastor, at a time mutually agreeable, for planning, sharing and prayer.
3. He/she shall provide a monthly account of youth ministry activity to the elder board.
4. He/she shall serve on the West Valley Missionary Leadership Team giving brief verbal summaries of the youth ministry as well as engaging in min.
5. He/she must be duly licensed and or recognized by the Northwest District of the Missionary Church and cooperate with denominational leadership. (optional)
6. He/she shall provide the necessary information to the pastor so that he is able to complete the annual report as requested by the denominational headquarters.

YOUTH MINISTRIES: Giving Leadership to the Overall Youth Program of the Church

1. Develop and oversee a discipleship ministry for the young people of our church and community.
2. Guide and direct the regular weekly youth meetings.
3. Provide a regular schedule of group socials.
4. Plan such special activities (outings, retreats, camps, projects, service opportunities, youth nights, etc.) as may be desired, seeking a healthy balance of events that win young people to Christ, build them up in their faith and equip them to minister to their peers.
5. Meet monthly with the youth ministry team for planning and prayer.
6. Develop leadership among the youth, while maintaining a strong position of vision and direction, as their leader.

7. Seek to meet with each individual young person to ascertain his/her relationship to Christ and to discover needs that should be ministered to.
8. Address all of the critical youth issues (i.e. sexuality, dating, drugs, parents, self-image, abortion, suicide, music, knowing God's will, honesty, movies, etc.) with sound, Biblical teaching.
9. Participate in denominational, regional and area youth activities as much as possible.
10. Keep accurate records of youth activities, attendance and finances.
11. Submit a proposed budget for youth ministries to the Elder Board annually and seek to direct the youth department within the approved budget.
12. Confer with the Senior Pastor when considering any major changes or innovations in the youth ministry.
13. Develop ways to dialogue and share with parents of the youth.

GENERAL MINISTRIES:

1. Be involved in whatever other areas of ministry, such as music or drama, as may be agreed upon, according to gifts and interest.
2. Attend all worship services and church functions, unless the Senior Pastor agrees upon absence.
3. Assist in whatever platform responsibilities as may be requested by the Senior Pastor or Worship Ministry Director from time to time.
4. Be cooperative to assist in other ministry needs, as may arise, in special circumstances.
5. Maintain personal propriety and integrity that is appropriate as a minister of the Gospel and a representative of the Lord and this Church.

TERMS OF EMPLOYMENT:

1. The Elder Board upon the recommendation of the Senior Pastor and/or search committee shall hire the Youth Pastor.
2. There will be a probationary period of 6 months to evaluate the ministry.
3. The Elder Board shall arrange the salary package.
4. Termination of this relationship may be at the request of the Senior Pastor and/or the Elder Board, or by resignation of the Youth Pastor.
5. There will be a 30-day notice to any termination.
6. Vacation time shall be allotted as determined by the Elder Board.
7. Time spent at youth camps, conferences, Regional Conference and General Conference is not considered vacation.
8. An additional Sunday away, when ministry is maintained during the week, may be granted at the discretion of the Senior Pastor, for special needs a few times during the year.
9. This Job Description may be revised by mutual agreement, as ministry needs and situations may change, subject to the approval of the Elder Board.

Worship Ministry Director

Job Description, Responsibilities and Expectations

Job Description

The Worship Ministry Director is to oversee the overall worship ministry of our church.

Responsibilities

1. Provide leadership for the Worship Ministry Committee – including the scheduling of meetings, preparing the agenda, reporting on the committee’s actions and follow up accountability if necessary.
2. Oversee the scheduling, training and management of the worship team members (including the vocalists, instrumentalists, video and audio technicians.)
3. Supervise the scheduling, preparing and organization of outreaches. (Not all the outreaches of the church, but rather those initiated by the worship committee.)
4. Manage the Worship Ministry budget – including preparing a budget, keeping a watchful eye during the year on the inflow/outflow of monies, ordering needed supplies and anything else dealing with the financial concerns of the Worship Ministry budget.
5. Maintain a Worship Director Leadership Notebook as a resource for future planning.
6. Conduct – along with the Worship Ministry Committee - a yearly assessment of the worship ministry of our church.
7. Report the songs used for worship to CCLI when they require reporting.

Expectations

- The Worship Ministry Director shall attend the monthly Ministry Leadership Meetings.
- The Worship Ministry Director shall be a stable, maturing Christian. Faithfully attending and supporting member of the West Valley Missionary Church. The Worship Ministry Director should be in complete agreement with the doctrine and policy of the Missionary Church.
- The Worship Ministry Director should have a passion for seeing people grow to fully devoted followers of Christ through studying God’s word and serving.
- The Worship Ministry Director shall work closely with the leadership of the church to help shape our worship services to meet the needs of our church body.