

PURPOSE YOUTH / CREATIVE DIRECTOR

Responsible for leading and overseeing all aspects of Purpose Youth [6th–12th Grade], including developing vision, creating programs and activities that help students grow spiritually, equipping volunteers, and partnering with parents. This role also includes leading the creative efforts of Purpose Church through design, social media, and other creative projects.

Classification	Full-Time (40 hours per week)
Reports to	Executive Pastor of Programming

General Staff Attributes

- Must possess the “HEART” of a Purpose Church Leader
- Positive, fun, and enjoyable attitude
- Demonstrated commitment to personal holiness and growing in Christ
- Professional representation of the Church and the Lord in all things
- Passion for and eagerness to learn and excitement to be challenged through new experiences
- Must share the vision of Purpose Church to fulfill the Great Commission with integrity and passion
- High-capacity, self-motivated, and self-directed individual who is comfortable working independently, without constant supervision
- Demonstrate loyalty to the vision of the team and church, as evidenced in regular attendance and tithing
- Ability to work well with others, cultivate a team-building atmosphere, and nurture relationships with co-workers and Serve Team Members
- Ability to manage a calendar of events, task list, work schedules, and multiple responsibilities simultaneously
- Ability to perform job requirements in a high-energy and fast-paced environment
- Willingness and ability to work nontraditional hours on nights and weekends as needed, understanding the ins-and-outs of a ministry-conscious environment
- Ability to maintain confidentiality and discretion in pastoral/ministry interactions
- Ability to troubleshoot and solve problems quickly
- Ability to build teams and surround yourself with those whose strengths offset your weaknesses

Core Competencies

PURPOSE YOUTH

- Must be capable of high-level and forward-looking thinking
- Oversee multiple projects effectively
- Excellent verbal and interpersonal skills
- A love for and calling toward ministry to youth and families
- Ability to learn and use Planning Center software
- Ability to write and communicate theologically sound messages weekly
- Ability to think and act with a high degree of professionalism, discretion, and confidentiality
- Ability to create appropriate boundaries with students

CREATIVE DIRECTOR

- Strong aesthetic eye and commitment to visual excellence
- Proficiency in Adobe Creative Suite or Canva
- Ability to translate vision and concept into compelling visuals
- Organized, dependable, reliable, and prompt in meeting deadlines
- Strong communication skills--able to give clear direction and helpful feedback
- Basic understanding of social media visual formats and best practices
- Ability to produce templates and repeatable systems that maintain consistency across all content
- Ability to collaborate with Worship, Production, Youth, and Kids Teams when needed
- Ability to lead a team of creative volunteers while maintaining quality of content

Essential Functions and Responsibilities

PURPOSE YOUTH

Serve as the point person for all things Purpose YTH. Ensure Purpose Youth's mission, values, processes, systems, strategies, are aligned with those of Purpose Church. This includes but is not limited to the following:

Leadership

- The goal of the Youth Director's leadership should be to connect to the Team, connect to students, and connect to families.
- Build and equip the Youth Serve Team.

- Create a place where leaders who are passionate about Jesus and students can serve and make a difference.
- Continually pour into leaders to help them grow in their spiritual walk and their personal development.
- Ensure the Youth Team is spiritually healthy and upholding the Honor Code of Purpose Church.
- Collaborate, establish, and implement a plan with Purpose Kids Director to ensure there is a cohesive transition from Purpose Kids to Purpose YTH.

Pastoral

- Ensure all sermons preached are Biblically sound and align with the Purpose Church Statement of Beliefs and Doctrine.
- Develop intentional relationships with students, families, and leaders.
- Create an environment where any student can feel welcome while keeping Jesus the main focus of why we do ministry.
- Manage care and crisis situations--follow up with those affected in a timely manner, being careful to follow standard legal procedures in reporting if necessary.
- Develop the Team of leaders spiritually.
- Build relationships with local schools and seek out opportunities to serve them.
- Develop an on-campus presence at local middle and high schools.

Administrative

- Create and maintain a running Purpose YTH Playbook that includes all needed policies, procedures, standards, and relevant information.
- Work with the Team to ensure supplies and equipment for YTH are purchased and arrive in a timely manner.
- Oversee systems for following up with new Team Members and onboarding them effectively.
- Oversee budgets and ensure monthly spending is managed and on track for the year.
- Oversee church facilities and equipment used by YTH and ensure it is organized and in proper working order.
- Respond to emails and phone calls within 24-48 hour time frame during working hours.
- Build systems to follow up with, engage, and carry out the vision for students so we can connect them to Jesus and help them live on Purpose.

CREATIVE DIRECTOR

Graphic Design & Asset Production

- Create sermon series branding and supporting graphics (slides, screens, social assets, print materials, etc.).
- Lead a team of creatives who are designing graphics for weekend services, ministry events, holidays, and promotional needs in conjunction with direct report.
- Create internal design needs, such as booklets, flyers, invite cards, signage, etc.

Content Management

- Oversee social media and ensure Purpose Church has an engaging social presence that gives others a glimpse into what happens each week at church.
- Maintain and develop the visual identity of Purpose Church, ensuring consistency across all platforms/events.
- Oversee the Photography Team and all photography equipment/ assets.

Collaboration & Workflow

- Participate in weekly checkins to review upcoming services, events, and timelines.
- Assist in making sure major events and holidays (Easter, Christmas, etc) are ready two to three months prior to the event.
- Oversee the creative system and process and assign, delegate, and correct projects with your team.

OTHER

Ministry is a dynamic role. From time to time, you may be expected to accomplish things outside your own departments. The ability to manage the simultaneous tasks of helping your team while getting your own work done is crucial.