



PARKLANDS BAPTIST CHURCH

Arise and Shine
Isaiah 60.1

ADVERTISEMENT: VACANCY ANNOUNCEMENT

Position: Assistant Youth Pastor

Reports to: **Youth Pastor**

Duty Station: **Parklands Baptist Church, Westlands**

Parklands Baptist Church (PBC) is a vibrant and welcoming community committed to spreading the message of love, faith, and hope. We are currently seeking a passionate, dynamic, and creative individual to join our Youth Ministry as an Assistant Youth Pastor.

Job summary:

To deputize and support the Youth Pastor in ensuring the Ministry programs, operations and workplans and effectively rolled out and on the basis core values of Love, Service, and Belonging. He /She will support the Youth Pastor in building relationships with the Youth and fostering a vibrant and engaging Youth Ministry.

Key duties and responsibilities:

1. Assist the Youth Pastor in designing and implementing Youth Ministry annual programs such as Youth Camps, Conferences, and Events.
2. Undertake preaching/teaching/training, praying, discipleship, pastoral care, and fellowship responsibilities to the Youth Ministry.
3. To deputize the Youth Pastor in the roll-out and execution of the PBC Strategic Vision 2022-26 as regards the establishment of a vibrant youth ministry/community.
4. Participate in the annual ministry work-planning and budgeting process and monitor the budgetary expenditure in liaison with the Youth Coordinator & respective Ministry leadership.
5. Ensure the spiritual health of the Youth Department members by providing pastoral care and scheduling regular times of devotion with the teams.
6. Support and mentor youth leaders, interns, and volunteers in collaboration with the Youth Pastor.
7. Oversee the Youth Council meetings, supporting the implementation of established resolutions.
8. Maintain liaison with other Ministries/ departments to ensure coordination and collaboration in/of excellent service.

9. Develop and support Bible study and community groups.
10. Oversee the requisition process and maintenance of the ministry's/department's equipment.
11. Oversee the preparation of the departmental reports and submit them to the Youth Pastor for review and subsequent submission to the PDB.
12. Supervision, training, and mentorship of staff and volunteers; leadership development.
13. Represent the Youth Pastor in various forums and meetings as needed.
14. Perform any other duties as assigned.

Minimum requirements:

Education Background Qualifications:

- a) A degree in social science, Project/Program Management, Business Administration, Leadership/Management, or related field.
- b) Pastoral reference letter from their local church.
- c) Diploma in Christian Ministry, Theology, Biblical Studies, Counseling is an added advantage.

Personal & Professional attributes:

- a) Must be a loyal and confident Christian, having a personal relationship with Christ and a regular and active member of a recognized Church congregation of like faith as PBC.
- b) Mission oriented with clear and evident calling to ministry and discipleship.
- c) An empathic servant leader with strong focus on stewardship
- d) Strong writing and editing skills with a keen eye for detail.
- e) Must be a person of high integrity and professionalism.
- f) Must be a strategic thinker with people and resource management skills.
- g) Must have analytical, creative, and problem-solving skills.
- h) Must be a team player with social skills to engage in collaborative relationships with all stakeholders.
- i) A good planner with sound decision making skills.
- j) Ease at working with diversity.
- k) Strong report-writing, presentation, and facilitation skills

Work Experience:

3 years in Youth Ministry, Church set-up or a similar organization, two of which must be in a Church of a similar model as PBC.

Working Conditions

Work will be performed in a normal office environment and occasionally working beyond normal working hours and under reasonable pressure and constrained resources to meet deadlines. It may

require occasional extensive travel and working with diversity across young people. Interaction is with staff members, members of governance boards, youth leaders and other volunteers, church members and congregants, clients, and vendors of PBC. Sunday is a normal working day.

If you feel adequately suited for this role and can greatly contribute to our vision, kindly apply under the following guidelines.

1. Apply through vacancy@parklandsbaptist.org
2. Attach your cover letter and detailed CV as one document.
3. Please DO NOT attach your academic certifications.
4. Provide three referees, one being your pastoral reference.
5. Indicate your expected salary.

Adherence to application guidelines is important.

The email subject line should indicate the position you are applying for. Receipt of applications closes on **21st July 2025**. Only email applications shall be considered, and only short-listed candidates will be contacted.

www.parklandsbaptist.org