



Attached is an application for Central Church. As you prayerfully consider whether the position of Youth Director might be a match from your perspective, we will be praying about whether it is a match with ours.

Please fill out the application in its entirety, read through our church mission/values and staff values (to make sure they line up with your personal values/mission), and read through the job description (to make sure the tasks correspond with your strengths and abilities).

Please bring back to the office (or mail, email or fax in):

- Your application
- A cover letter, including why you want the job, aptitudes you bring, your core values of ministry
- Resume

Before Wednesday, December 10 at 5:00 p.m.

We will send you an email confirmation that we received your application and will contact you, letting you know if you will receive an interview. If you have any questions, please email [laurag@cupchurch.org](mailto:laurag@cupchurch.org).

Central's staff is a dynamic group that feels called to minister as servant-leaders to its people and a world that needs to know Christ. Again, we thank you for checking us out!

God richest blessings on you,

Chris Garza  
Director of Operations  
Central Church  
1124 Stevens Drive  
Richland, WA 99354  
(509) 943-1143 ext. 115

## **VISION**

Imagine a church where everyone prays, everyone cares,  
everyone serves and everyone shares . . .  
you have just imagined Central Church

## **MISSION**

Empowering Believers to impact their world for Christ.

## **CENTRAL STAFF VALUES**

### **COMMITTED CHRIST-FOLLOWERS:**

- We are walking with Jesus, putting Him first in our lives.
- We are hearing what He says and obeying His voice.
- It is clear from our behavior and attitudes that we follow Jesus.
- We practice spiritual habits regularly that help us know God better.

***1 John 1:7 – But, if we walk in the light as He is in the light, we have fellowship with one another, and the blood of Jesus Christ His Son cleanses us from all sin.***

### **ENTHUSIASTIC AND JOYFUL SERVANTS**

- We are filled with the Holy Spirit, making us free to love
- Our faces show that we love what we do for God at Central.
- We demonstrate optimism and a “can-do” attitude every day which gives glory to God!
- We do not believe we should be served, but that we are great when we are serving others.

***Romans 12:11-13 - Don't burn out; keep yourselves fueled and aflame. Be alert servants of the Master, cheerfully expectant. Don't quit in hard times; pray all the harder. Help needy Christians; be inventive in hospitality.***

### **NURTURING AND RELATIONAL**

- We are genuinely concerned for the well-being and growth of everyone around us.
- We cover each other by springing into action when a colleague needs our assistance.
- We want to know each other beyond a professional level by sharing our life journeys together in other ways outside of work.

***1 John 3:18 - My dear children, let's not just talk about love; let's practice real love. This is the only way we'll know we're living truly, living in God's reality.***

### **TRUSTING AND TRUSTWORTHY**

- You can count on each one of us to do what we say we will do.
- We subscribe to interdependence, helping each other be successful.
- We hold sensitive information in confidence, protecting each other in love.
- We commit to resolve conflict by withholding gossip and seeking to reconcile with those involved in a spirit of respect and gentleness.

***Ephesians 4:15- God wants us to grow up, to know the whole truth and tell it in love—like Christ in everything. We take our lead from Christ, who is the source of everything we do. He keeps us in step with each other. His very breath and blood flow through us, nourishing us so that we will grow up healthy in God, robust in love.***

### **REAL AND TRANSPARENT**

- We encourage integrity by not putting on masks but portraying who we really are.
- We are not afraid to share with the team our true feelings about what we are going through.
- We encourage authentic feedback with each other.

***James 3:17-18 - Real wisdom, God's wisdom, begins with a holy life and is characterized by getting along with others. It is gentle and reasonable, overflowing with mercy and blessings, not hot one day and cold the next, not two-faced. You can develop a healthy, robust community that lives right with***

*God and enjoy its results only if you do the hard work of getting along with each other, treating each other with dignity and honor.*

#### **AXIS OF GRACE AND TRUTH**

- We point each other to Jesus (the Truth) with our advice and conduct.
- We help each other grow through our mistakes- not disqualify each other because of them.

*Philippians 4:8-9 - Summing it all up, friends, I'd say you'll do best by filling your minds and meditating on things true, noble, reputable, authentic, compelling, gracious—the best, not the worst; the beautiful, not the ugly; things to praise, not things to curse. Put into practice what you learned from me, what you heard and saw and realized. Do that, and God, who makes everything work together, will work you into His most excellent harmonies.*

#### **LIFE-LONG LEARNERS**

- We make personal time with Christ a number one priority, realizing He is the Giver of Wisdom.
- We have teachable spirits and are sensitive to receive God's instruction in whatever form He brings it.
- We embrace professional and spiritual development opportunities to enhance God's kingdom through us.
- We utilize all resources (networking, Internet, etc.) to find the best practices for effective ministry.

*Proverbs 4:9: Above all and before all, do this: Get Wisdom! Write this at the top of your list: Get Understanding! Throw your arms around her—believe me, you won't regret it; never let her go—she'll make your life glorious. She'll garland your life with grace, she'll festoon your days with beauty."*

# ***Youth Director Job Description***

## ***JOB SUMMARY***

The primary purpose of the Youth Director is to introduce young people to Christ; to disciple them in spiritual growth; to train them in serving Christ with their life. Of equal importance is to support parents or guardians in raising their teenagers to a wholesome maturity. Finally, to oversee and support the activity entrusted to Christian Education/Youth program.

## ***SUPERVISION***

Report to: Senior Pastor, David Parker

Accountable to: Staff Parish Relations and Pastor Leadership Team

## ***MINIMUM QUALIFICATIONS REQUIRED***

- Must be a believer with a maturing relationship with Christ.
- Must show a faithful pursuit of leadership characteristics as listed in 1 Tim.3.
- They must see his position as having a strong desire to serve God in the position.
- Must have knowledge and skill in the philosophy, psychology and principles of Christian education. Experience preferred in an established successful youth program.
- Must demonstrate a genuine love and maintain a good rapport with young people.
- Must be sensitive to needs and pressures of teens with a knowledge of possible solutions.
- Must be able to teach, train, and disciple youth workers.
- Must subscribe to the doctrinal statement of the church. He must become a member of the church as soon as possible.
- Must be able to exercise initiative and judgment as an independent worker.
- Must possess organizational and administration abilities.
- Must be able to respond to changing needs throughout the daily and weekly schedule.

## ***DUTIES AND RESPONSIBILITIES***

The responsibilities of the Youth Director shall include the following:

### ***GENERAL***

- Lead in worship services when requested.
- Attend Sunday school, worship services, and other events of church as time allows.
- Continue growth and development through conferences, reading, and exchange of ideas with others.
- Be the liaison, between Youth and Children's ministry.

### ***PROGRAM OVERSIGHT (40% of commitment)***

- Provide oversight of junior and senior high youth and youth staff. Assure youth groups maintain a balanced program of spiritual, physical, and social growth.
- Be acquainted with personal lives of the young people (either directly or through the "Youth Staff"). For example, visit homes, attend school events, and make hospital visits. This also includes being aware of current youth development and culture.
- Foster open communication with parents/guardians personally, through youth staff, or by other means of communication.
- Assure every youth activity focuses entirely on building mature youth of the church. Areas of responsibility include but are not limited to Youth Groups, 9:22, Planet 45, and Open lounge.
- Assure the "church youth" are taught and charged with their responsibility to outreach, locally and internationally.
- Assure training and regular involvement of youth in church ministry.

- Assures proper care of facilities used by youth programs.
- Actively encourage and pursue Youth to participate in a Journey With Christ

### **LEADERSHIP TRAINING (40% of commitment)**

- Maintain effective leadership for each youth program. Provide support and assistance as required but permit leaders to handle the day to day needs of the youth programs.
- Provide formal (structured) and informal (by example) leadership training for the youth staff.
- Provide formal and informal forums for frequent communication, encouragement and evaluation to the youth staff. As the coach, create a team atmosphere.
- Oversee, with youth staff, the identification of youth with leadership potential and assure opportunities are given for development.
- Evaluate and make recommendations concerning teaching materials and methods used in all of the youth programs, while at the same time respecting the opinions of the youth staff.
- Be an advisor/resource for all youth leaders throughout Youth programs.

### **ADMINISTRATIVE (20% of commitment)**

- Maintain a well-planned, carefully balanced program throughout the year coordinated with the church calendar of events.
- Assure responsibilities for all events (for example camps, retreats, and special events) are delegated and understood by youth staff and youth.
- Pre-schedule all activities in their entirety, including post-activity plans. Publish to staff, parents, and youth in a timely fashion.
- Proactively encourage attendance to summer camps.
- Assure monthly interaction with Senior Pastor and SPR for mutual accountability.
- With the input and support of the youth ministry team, establish and maintain a philosophy of youth ministry and annual goals.

### **ACCOUNTABILITY FACTORS**

- Attend weekly PLT meeting for prayer and planning.
- Attend ABBEY for staff prayer and spiritual growth
- Attend monthly staff meetings.
- Review and discuss annual job performance evaluation with Senior Pastor.
- Present vacation request to the Senior Pastor two weeks in advance. It will be the responsibility of the senior pastor and Youth Director to secure replacement coverage as needed.
- Have attended or ability to participate in a Walk with Christ, within their first year.

# CENTRAL CHURCH

1124 Stevens Drive, Richland, WA 99354  
Phone 509-943-1143 Fax 509-943-5775  
Email [central@cupchurch.org](mailto:central@cupchurch.org) Website: [www.cupchurch.org](http://www.cupchurch.org)

**APPLICATION FOR EMPLOYMENT** Central Church endeavors to comply with all federal, state and local laws concerning employment discrimination. EEO/AA laws permit churches and other religious organizations to discriminate on the basis of religion. All applicants meeting the minimum qualifications will receive consideration for employment without regard to race, color, national origin, age (over 40), pregnancy, sex, marital status or mental, physical or sensory disability, or veteran status.

As a Christian religious organization, all staff members are expected to support the vision, mission, values and activities of Central Church in words, actions and behaviors. As part of your job, you may be asked to participate in worship or be present during worship services or other religious events. As a staff, we have developed a **shared vision** of being a *Christ-centered, innovative staff which pursues excellence in ministry, partnering together to impact our community for Jesus Christ!*

Your signature on this application for employment will attest to your understanding of these values and expectations. Please complete this application thoroughly and accurately, filling out all sections and answering all questions. If a question does not apply to you, write "N/A". Please PRINT or WRITE clearly and legibly, using black or blue ink.

## PERSONAL INFORMATION

|   |  |  |                         |
|---|--|--|-------------------------|
| Name: Last  |  | First  | MI                      |
| Address: Street/Apt                               |  | City/State   | Zip                     |
| Home Telephone                                    |  | Cell Phone   | Office use (date recd): |
| Email address                                     |  | Years since you have accepted Jesus Christ as your personal Lord and Savior? |                         |
| Are you a member of or regularly attend a church? | <input type="checkbox"/> Yes <input type="checkbox"/> No |  |                         |
|   |  | If YES, please list pastor's name  |                         |

## POSITION(S) APPLIED FOR

|  |  |                |
|--|--|----------------|
| Position   |  | Salary Desired |
|  |  |                |
| Hrs Available  | <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> On-call | Date Available |
| Shift(s) Available <input type="checkbox"/> Days <input type="checkbox"/> Evenings <input type="checkbox"/> Weekends |  |                |

## GENERAL INFORMATION

|  |  |
|--|--|
| Have you ever applied to or worked for Central Church before?  | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| If YES, please explain.  |  |
|  |  |
| If hired, can you provide proof that you are a U.S. citizen or legally authorized to be employed in the United States?   | <input type="checkbox"/> Yes <input type="checkbox"/> No |
|  |  |
| Have you ever been convicted or released from prison for an offense involving drugs, narcotics, dishonesty, theft or inflicting bodily harm? (A YES answer to this question will not necessarily bar employment) | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| If YES, please explain   |  |
|  |  |

|  |                                       |   |   |
|--|---------------------------------------|---|---|
| How did you become aware of the job opening? | <input type="checkbox"/> Newspaper Ad | <input type="checkbox"/> Worship Bulletin | <input type="checkbox"/> Messenger              |
|  | <input type="checkbox"/> Internet     | <input type="checkbox"/> Friend           | <input type="checkbox"/> Other (please explain) |

|   |  |
|---|--|
| Do you have any relatives currently employed or in leadership positions at Central? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| If YES, list their name(s) and relationship to you:                                 |  |

|  |  |
|--|--|
| Do you now have or do you anticipate any activities, commitments, or responsibilities that may prevent you from meeting your work attendance requirements? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| If YES, please explain   |  |

|  |  |
|--|--|
| After having read the job description(s), are you able to perform the duties of the job for which you are applying, on a regular basis, with or without accommodation? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
|--|--|

### SKILLS (check the skills that you possess)

|  |   |  |   |  |
|--|---|--|---|--|
| Clerical/Secretarial:  | <input type="checkbox"/> Typing _____ wpm     | <input type="checkbox"/> Ten Key                   | <input type="checkbox"/> Data Entry                         | <input type="checkbox"/> multiple phone lines  |
|  | <input type="checkbox"/> Accounting           | <input type="checkbox"/> Other office skills _____ |   |  |
| Computer literate using  | <input type="checkbox"/> PC with Microsoft OS | <input type="checkbox"/> Mac                       |   |  |
| Software proficiencies:  | <input type="checkbox"/> Word                 | <input type="checkbox"/> Excel                     | <input type="checkbox"/> PowerPoint                         | <input type="checkbox"/> Shelby CMS <input type="checkbox"/> Outlook <input type="checkbox"/> Publisher <input type="checkbox"/> Adobe Photoshop |
| Other software proficiencies: _____  |   |  |   |  |
| Custodial/maintenance skills   | <input type="checkbox"/> Cleaning procedures  | <input type="checkbox"/> Floor Care                | <input type="checkbox"/> Lifting techniques                 | <input type="checkbox"/> General maintenance   |
|  | <input type="checkbox"/> Electrical           | <input type="checkbox"/> Plumbing                  | <input type="checkbox"/> Electronics (A/V, Sound and Light) |  |
|  | <input type="checkbox"/> Small power tools    | <input type="checkbox"/> Grounds keeping           | <input type="checkbox"/> Other _____                        |  |
| Other: <input type="checkbox"/> Food Handler's License <input type="checkbox"/> Valid Washington State Driver's License <input type="checkbox"/> Current Red Cross CPR Certification |   |  |   |  |
| Are you fluent in any language(s) other than English?  |   |  |   | <input type="checkbox"/> Yes <input type="checkbox"/> No   |
| If YES, list   |   |  |   |  |
| List any other special skills, training, professional license or certification:  |   |  |   |  |
| _____  |   |  |   |  |
| _____  |   |  |   |  |
| _____  |   |  |   |  |
| _____  |   |  |   |  |
| _____  |   |  |   |  |

### EDUCATION

| School City and State | Dates Attended | Name Enrolled Under | Major Field | Diploma or Degree/Year |
|-----------------------|----------------|---------------------|-------------|------------------------|
| High School           |                |                     |             |                        |
| College               |                |                     |             |                        |

|                           |  |  |  |  |
|---------------------------|--|--|--|--|
| College                   |  |  |  |  |
| Professional/Trade School |  |  |  |  |
| Other                     |  |  |  |  |

### EMPLOYMENT HISTORY

This section must be completed even if supplemented by a resume. List all employment for the past 7 years, beginning with most recent employment. Use another page to list additional employment if necessary. Explain all lapses in employment below.

May we contact your current employer and other previous employers for a reference?

☐ Yes ☐ No

Name of Current/Most Recent Employer

|                                 |                              |                |               |
|---------------------------------|------------------------------|----------------|---------------|
| Company<br>Address              | Supervisor<br>Title<br>Phone | Dates Employed | Ending Salary |
| Job Title                       | Reason for Leaving           |                |               |
| Primary responsibilities/duties |                              |                |               |

Employer (Next previous)

|                                 |                              |                |               |
|---------------------------------|------------------------------|----------------|---------------|
| Company<br>Address              | Supervisor<br>Title<br>Phone | Dates Employed | Ending Salary |
| Job Title                       | Reason for Leaving           |                |               |
| Primary responsibilities/duties |                              |                |               |

Employer (Next previous)

|                                 |                              |                |               |
|---------------------------------|------------------------------|----------------|---------------|
| Company<br>Address              | Supervisor<br>Title<br>Phone | Dates Employed | Ending Salary |
| Job Title                       | Reason for Leaving           |                |               |
| Primary responsibilities/duties |                              |                |               |

Employer (Next previous)



|                                 |                              |                |               |
|---------------------------------|------------------------------|----------------|---------------|
| Company<br>Address              | Supervisor<br>Title<br>Phone | Dates Employed | Ending Salary |
| Job Title                       | Reason for Leaving           |                |               |
| Primary responsibilities/duties |                              |                |               |

|   |
|---|
| Please explain any lapses in your employment history. |
|   |

### OTHER PROFESSIONAL REFERENCES

|  |               |
|--|---------------|
| References must be from individuals who through recent observation are directly familiar with <b>your work</b> . |               |
| 1) Name  | Relationship  |
| Address  | Daytime phone |
| 2) Name  | Relationship  |
| Address  | Daytime phone |
| 3) Name  | Relationship  |
| Address  | Daytime phone |

### SUPPLEMENTAL INFORMATION

|   |
|---|
| List any continuing education, workshops, seminars or special training you have attended in the past three years (not reflected under Education). |
| _____   |
| _____   |

|   |
|---|
| Please comment or provide any additional information that you feel is important in considering your qualifications for this position. This may include any special abilities, skills, achievements, professional honors or awards, special activities you have been involved in, etc. |
| _____   |
| _____   |
| _____   |

**CENTRAL CHURCH**

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**APPLICATION FOR EMPLOYMENT**

I certify that the information I have provided in my resume, application, and/or other materials in my request for consideration of employment is true and complete to the best of my knowledge. I understand that, if employed, intentionally falsified or omitted statements may be cause for immediate dismissal.

I further understand that this application is not intended to be a contract of employment, nor does this application obligate Central Church (employer) in any way if the employer decides to employ me. I understand that if Central Church employs me, the terms and conditions of my employment including pay, benefits and policies (including those described in the Employee Handbook and Church Policies and Procedures) are subject to change by Central Church consistent with applicable laws and regulations.

I understand that Central Church is an At-Will Employer. In consideration of my employment, I agree that I can resign or my employment and compensation can be terminated with or without notice for any non-discriminatory reason. I understand that no representative of Central Church, other than the Executive Minister, has authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing.

I understand that any offer of employment is contingent upon satisfactory reference checks, verification of identity and eligibility to work in the United States in accordance with the Immigration Reform and Control Act of 1986, and any other background checks as required or permitted by local, state, or Federal law including a Criminal Disclosure Statement pursuant to RCW 43.43 (as required by the Pacific Northwest Conference of The United Methodist Church) and a Criminal Background Check run with the Washington State Patrol or other state or national data base(s) as indicated.

**AUTHORIZATION TO RELEASE INFORMATION**

I consent to and authorize Central Church, its personnel, its agents, and Staff Parish Relations Committee members to request any information concerning my previous employment and perform other relevant reference checks regarding my character, general reputation, credit, previous employment, and similar background information, and to contact any and all references and previous employers I have given on this application and in other forms. I hereby release all parties and persons (including previous employers) connected with any request for or release of information from all claims, liabilities, and damages (including costs and attorneys' fees) for whatever reason arising out of furnishing reference related information. I understand that reference information is considered to be confidential and will not be disclosed to me by Central Church. If employed, I authorize Central Church to respond to future reference requests and release the Church from any liability for future references it may provide to others regarding my work history.

Print Name \_\_\_\_\_

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_