

## **Minister of Youth and Missions Job Description**

Primary Function--The Minister of Youth and Missions is responsible planning, oversight, and implementation of a Christian discipleship program for grades 6-12 and ministering to their families. In addition, this minister is responsible for working with the Mission Committee and staff in developing and implementing a mission strategy for the church.

### **Youth Discipleship/Christian Education**

1. Plan, direct, and administer all church youth activities for grades 6-12, including but not limited to Sunday school, Wednesday night discipleship, Sunday evening activities, camps, mission trips, outreach events, and youth trips.
2. Assist with VBS, providing leadership and assistance wherever gifts/talents can be most utilized.
3. Recruit and train lay leaders to assist as volunteers in all phases of youth ministry, providing them with appropriate educational materials, training, and resources as needed.
4. Be attentive to the special needs of parents by providing training and educational opportunities pertinent in raising youth through suggested readings, qualified speakers, films, group forums and other means deemed helpful.
5. Build relationship with the students beyond the church walls.
6. Maintain accountability with teenagers at all times, never allowing oneself time alone with any student on or off campus. Private conversations should be held in public settings, in the office where there is accountability, or other places where there is accountability. Become familiar with the church's Child Protection Policy and follow it.
7. Recruit, encourage, train, and enlist adult leaders to assist in the ministry of our youth as teachers, mentors, chaperones, prayer partners, and those who will give of their time and talents for the betterment of the youth ministry.
8. Study new material, programs, curriculum, and educational methods for students and make recommendations to appropriate committees.
9. Make recommendations for any needed changes in the youth department such as organizational changes, space usage, equipment and furnishing needs, and policies and procedures of operation.
10. Attend student educational training conferences as time and resources allow, staying within allocated money given.
11. Reach out monthly to college aged students in some way.
12. Develop and implement a plan of outreach to unchurched youth and families. Provide pastoral care to youth and their families as gifts allow.

### **Missions**

1. Assist in the dispersing of Benevolent Funds.
2. Work with the Missions Committee and assist them in carrying out their job description, helping to make our church a "Faith Soaring Church," as defined in our Future Story.

3. With the assistance of staff and Mission Committee, plan and lead a yearly mission trip. (See Future Story)
4. Keep church on track in the dispersing of mission funds in the church budget by making appropriate check requests to the financial secretary on a quarterly basis.
5. Email homebound volunteers each Monday. When a volunteer is absent, find a replacement or deliver the meal.
6. At the beginning of September, coordinate with the Scout leaders to have the Scouts stock the Foodbank. Enlist volunteers to stock the foodbank when the Scouts are not helping (May-August).
7. Work with Food Bank Committee as needed.

## **Administration**

1. Attend and be prepared for weekly staff meetings. These meetings are a high priority for all ministerial staff. Place agenda items on the Google Drive ahead of meeting.
2. Attend monthly Cabinet meetings, currently held the 3rd Sunday of each month and present any calendared youth activities.
3. Set and maintain regular office hours. Flexibility will be built into one's schedule (especially during the summer) since many hours will be spent fulfilling job requirements after the church office is closed. If a 40-hour week is negotiated, a regular day off during the week should be established in coordination with the pastor, as Sunday will be a workday for this minister.
4. Develop an annual itemized budget to be submitted to the Finance Committee by the yearly deadline and manage the budget appropriately for youth and missions. Work with the Missions Committee each year in developing missions budget. Present youth budget to pastor before sending to Finance Committee.
5. Share all goals, plans, ideas and suggestions for ministry in staff meetings before implementation.
6. Clear all calendared events in staff meetings and in monthly Cabinet meetings.
7. Cultivate a healthy and open relationship with the church staff; working closely with the ministerial staff and church leadership to develop and achieve the vision of the church (See Future Story).
8. Serve as the contact person on staff to field questions or to take information to Floor Force (our custodial service).

## **Worship**

1. Participate and assist in the leadership of worship services where gifts/skills permit.
2. When youth are involved in worship, assist in locating those willing and gifted to serve in needed roles.

## **Technology**

1. Become proficient in ProPresenter.
2. Learn how to use the Church App and update new information in a timely manner.

3. Learn how to update information on the Church website, making changes when necessary, always having your work checked by another staff member before going live with new information.
4. Learn how to use RightNow Media and promote it within the church.
5. Update youth portions of the First Baptist Church website regularly, keeping information on the website as error free as possible, always allowing at least one other staff member to check your work before posting information for the public to view.

### **Bus**

1. If skills and desire permit, become CDL certified.
2. Keep bus clean after use. Report needed repairs and maintenance issues.