

Youth or Student Ministry Job Description

Administration:

- A. Work with and coordinate programs with the Youth Committee.
- B. Meet with sponsors on a regular basis (monthly) for training, review, evaluation, and planning of programs and activities for youth.
- C. Serve on the Education and Youth Committees.
- D. Prepare a report for monthly Board Meetings and keep board members informed about programs, problems, and needs. If necessary, come and present any new programs and/or special requests.
- E. Meet on a regular basis with the Minister to coordinate youth programs with the overall programs of the church.
- F. Areas of oversight will include Jr.-Sr. High Sunday School, Sunday PM Youth programming and Wednesday PM Youth programming.
- G. Visit area schools and homes of students in the youth, in prospects homes, and have a regular presence at Keenburt School (Grades K-8) and Elizabethton High School, if permitted.

Special Programs:

- A. Work with and/or co-direct VBS. We consider VBS to be a major outreach program of the church each summer. Great emphasis and planning should be in place on its promotion and programs. This will be in conjunction with the Director of Children's Ministry.
- B. Promote the summer camp program at the Appalachian Christian Service Camp and encourage and enlist youth of all ages to attend.
- C. Plan and develop programs for youth on a regular basis. These can be in house or at other locations. Careful planning of themes and activities should characterize these special activities. Funds will be made available for speakers and facilities in keeping with the church budget allocations.

Planning:

- A. The Youth Minister will be expected to plan his work and carry out the plan. Adequate advance planning of all activities is a must.
- B. You will keep the Minister and Elders advised of all special activities in order to avoid conflicts with major church activities and programs.

Teaching:

Teach as needed in Sunday School, Youth Groups (Sun PM & Wed PM)

Activities:

- A. You will be expected to plan social and recreational activities for the youth on a regular basis. You should take advantage of special seasons and times of the year for appropriate activities such as Valentines Day, Easter, Christmas, summer vacations, etc.
- B. The summer months provide expanded opportunities for young people to be involved in special programs and activities. Such programs and activities will be expected to be developed.

Spiritual Guidance:

- A. Develop discipleship groups among the youth.
- B. The Youth Minister is not expected to be a “pal” to the youth of the church, rather a spiritual leader, holding the youth accountable for their spiritual growth and lifestyle.

Understanding Youth:

Keep abreast of current trends in Youth Ministry as well as music, movies, magazines, clothing styles, opinions, attitudes, and problems of young people. You will be expected to provide Biblical guidance, teaching and counsel in order to help the youth build their faith on a solid foundation. A thorough knowledge of the youth culture is vital to building a program that answers the questions posed by the youth and meets their needs.

Vacation:

The Youth Minister will be allowed one week paid vacation. Any vacation time beyond that will be elder approved and without pay, unless otherwise agreed. Teaching responsibilities will need to be covered during vacation time. The youth minister is to be gone no more than two consecutive Sundays without prior approval.

Seminars and Conferences:

The Youth Minister will be allowed one conference, seminar, retreat, etc. of his choice annually for the purpose of improving skills and understanding of the ministry. An expense allowance of up to \$250 shall be made available for this purpose.

Camp:

The Youth Minister shall be allowed up to two weeks in summer camp provided they are taken at times when our youth are in attendance. Specific weeks shall be subject to Board approval. Camp time is not to conflict with major church programs such as VBS. Our youth should be encouraged to attend those weeks when our Youth Minister is in attendance.

Salary:

Starting salary for the Youth Minister shall be set by the board of elders. The church will withhold taxes and will pay the matching portion of the SS, if not ordained. If ordained, it will be given as straight salary with youth minister responsible for all taxes and SS on own from funds. Salary needs will be reviewed annually. A cell phone, paid for by the church, is also provided for the Youth Minister's use in ministry.

Hourly Expectations:

The expected work week of the PT Youth Minister will be 20-25 hours per week, with potential for more if deemed by the elders with compensation for increased time. Some balancing will be necessary as some weeks will require more and some less hours.

Newsletter:

You will keep the youth informed about programs and activities through the church newsletter. A special column will be written each month for that purpose. You will be expected to keep in touch with the youth through means of communication: telephone, letters, cards, and special publications. All activities should receive wide publicity throughout the church family.

This agreement can be terminated by either party with a 30-day written notice.

Revised 8/25/09