

## **PART-TIME MINISTER OF YOUTH JOB DESCRIPTION**

### **POSITION RELATIONSHIPS**

1. Supervised by the Pastor.
2. Meet with Youth Committee and Church Council on a regular basis.
3. Assisted by the church membership, parents, and Youth Committee in the implementations of all youth programs.
4. Work cooperatively with other Church Staff.

### **RESPONSIBILITIES**

1. Plan, coordinate, direct and evaluate the youth ministries with the pastor, other church staff and Youth Committee.
2. Coordinate with youth Sunday School and Discipleship Training leaders to plan a program for leading youth to a personal knowledge of Christ and to develop them in Christian maturity.
3. Serve as Youth Leader for Wednesday Night Bible Study/Worship.
4. Serve as Director of Youth Sunday School.
5. Lead in planning and conducting activities and programs appropriate for the spiritual growth of the youth of the church, including, but not limited to, Youth Week, Youth Sundays, youth revivals, drama, retreats, conferences, camps, fellowships, banquets, mission activities, and fundraisers.
6. Coordinate various ministries of the youth, including, but not limited to music, activities, fundraisers and missions.
7. Promote a program of visitation for the youth and their families in cooperation with the overall church program of outreach.
8. Participate in the staff visitation program as it relates to youth and their families.
9. Coordinate with the church staff and appropriate committees in the development and administration of budgets for youth ministries. This includes proper accounting for income and expenses with documentation which are to be submitted to the church treasurer.

10. Maintain personal contact with individual youth and their families.
11. Publicize youth ministries by submitting information to the church office and utilizing other communication media.
12. Maintain flexible office hours as agreed upon with the Pastor.
13. Ensure appropriate behavior, appearance, supervision, and security of activities, formal or informal, by inclusion of at least one other adult in that activity, preferably a church member who is not related to the Part-Time Minister of Youth.
14. Perform other duties as assigned by the Pastor.