

HEIGHTS BAPTIST CHURCH
PART-TIME YOUTH DIRECTOR
POSITION DESCRIPTION

The position of youth minister is critical to the life and growth of a healthy church. The main purpose of a youth minister is to teach the Bible to young students and guide them in love of God's truth in all areas of life. Presenting the gospel through sharing Christ with students, leading students to faith in Christ, and building the faith of the young believer through discipleship is the goal of a successful Bible based youth ministry program. Numbers are not the highest goal but rather building life-long faith believers in Christ who go into adulthood to share the light with the world.

The job of the church body is to come alongside a youth minister to provide support through prayer, volunteering, and mentoring the minister in relation to the development of excellent relationships and communication with the other staff and church members. The church is here to love and assist in all possible ways to promote the growth of a thriving youth ministry.

Responsibilities:

***Mentor/Supervisor Relationship-**

The supervisor of the youth minister is the pastor. As a part of the job description for the youth minister, we are requiring that the youth minister work with mentors that will guide and assist in meetings with the pastor and other church leaders. We will require that the youth director, mentors, and pastor meet at least once a month to provide an update about the youth ministry and any specific support needed. The youth minister should participate in all staff meetings called by the

pastor. The youth minister will give updates and receive input from the youth committee on a regular basis but at a minimum, quarterly.

Sunday

- Have the Bible study prepared with literature approved by supervisor and mentors.
- Be available in the youth room-with lessons prepared, room accommodations arranged and ready to start at least 30 minutes prior to any student's arrival.
- In case of an absence, make sure teacher coverage is obtained and approved/coordinated with the youth mentor and supervisor.
- Keep youth aware of upcoming events through announcements, social media, flyers, email, and other means of communication.
- Involve and engage youth in the worship services as much as possible.
- Encourage and provide opportunities for adult members and students to establish mentoring relationships through church worship, fellowships, and church projects.
- Involve parents of youth to participate with their student as much as possible.

Wednesday:

- Be at the church at least 30 minutes prior to the start of the Wednesday activity.
- Have the evening planned and coordinated with other volunteers as needed—in plenty of time before the evening begins.
- Have a Bible study or Bible theme tied into each Wednesday night activity.

Event/Ministry:

- *Work with youth and children's committees to coordinate calendars and activities for students.
- *Plan activities for the students that includes camps, mission trips, and fellowships. Plan activities for students to be involved in to encourage attendance each month or every other month.
- * Encourage youth to be involved in VBS and other church wide activities. Encourage and develop service opportunities through church wide events ex. National Night Out, First Blessing, & Thanksgiving basket, etc.
- *Communicate through different types of communication with youth and parents about all activities. Work with supervisor, mentors, and personnel committee to provide transparent ways of communication with students. No texting of students individually is allowed. All communications with students need to be copied and/or forwarded to the supervisors and mentors. This is for the protection of all involved. As much as possible group text that includes parents, supervisors and mentors need to be utilized ex. REMIND APP.
- *Have a plan for rules and guidelines for expected and appropriate behaviors. This plan needs to include consequences when behavior expectations are not met. This plan needs to be clearly communicated to students and parents. The supervisor and mentors will assist in this process.
- *Develop an annual budget and work with the supervisor, mentors, youth committee, and finance committees to create and maintain the yearly budget.

