

Youth Ministry Leader Job Description

Position Summary

First Parish Congregational Church's (FPCC) Vision is to be the epicenter of spiritual revival in Wakefield and the surrounding communities and in that, its mission is to reflect the love of God by welcoming all people into a life changing, every growing relationship with Jesus. A Youth Ministry Leader of FPCC has the exciting opportunity to help Youth develop their own personal commitment to follow Christ and to pursue this Vision and Mission of FPCC to other kids their age and beyond. The FPCC Youth Ministry Leader is to make FPCC Middle School and High School Youth disciples of Christ, to equip them to share their faith to their friends and others in the community.

Responsibilities

FPCC Youth Ministry Leader's responsibilities include:

- **Mentoring and Discipling Youth**
 - Spend time with the youth regularly to build good relationships to disciple and mentor them.
 - Plan and attend weekly youth group meetings
 - Plan and attend youth group events
 - Encourage, challenge, and counsel the youth to lead effective lives as followers of Christ through youth activities and small discipleship group meetings
- **Organizing Youth Meetings**
 - Coordinate and organize weekly youth group meetings during the school year that will encourage and help them develop their own relationship and commitment to Christ.
 - Select appropriate Biblical material to use for youth group meetings that will help grow their knowledge and understanding of God/Christ.
 - Plan youth group events and meetings with flexibility to maximize youth participation.
 - Organize at least two youth group activities in the summer to continue to keep the youth group connected.
 - Stay abreast of new resources and changes in youth ministry and youth culture and adjust programming as needed.
- **Building a Youth Ministry Team**
 - Recruit and train volunteers/youth mentors to help facilitate youth group meetings and activities

- Guide volunteers/mentors to demonstrate their love and care of the Youth by regularly participating in youth events.
- **Outreaching to the Youth in the Community**
 - Plan and organize Youth events which members of Youth Group can invite their friends to and where local community youth can be invited to – e.g. game night, ice cream social.
- **Organizing missional outreach opportunities for the FPCC Youth to participate in**
 - Plan and organize at least one Youth-lead outreach event per year for the community.
- **Communicating and building relationships with FPCC Parents, Staff, and congregation**
 - Send timely communication to Youth Parents to keep them informed about the happenings of Youth Group and curriculum covered- e.g. recap of topic discussions from youth group meetings, provide dates on various events scheduled in youth group
 - Attend staff meetings as needed
 - Work with Christian Education (CE) committee by attending monthly meetings, to provide updates and needs of youth group as well as receive feedback and support from the committee. Coordinate youth ministry spending within allotted budget.
 - Meet with the Pastor for guidance, support, and vision setting for Youth Group
 - Work with other staff members and Committees for support with youth group activities, e.g. Outreach Committee, Communication team
 - Regularly communicate with youth volunteers/mentors
 - Keep the congregation effectively informed of youth ministry activities, developments, and needs through working with the church communication team.
- **Organizing/participating in logistics planning of the Youth Ministry**
 - Create/maintain youth policies that youth and parents are informed of, that keep the youth safe and create a youth group environment for Godly spiritual growth.
 - Ensure FPCC policy related CORI/SORI checks are followed for Youth Volunteers
 - Provide input to CE to develop an annual budget for the Youth Ministry.
 - Provide a Youth Ministry year-end report for the church annual meeting

Character Traits

- Christian – has a saving faith in Jesus Christ, as personal savior and Lord.
- Humble attitude to keep growing and improving as a leader and youth group ministry. Willing to seek and receive constructive feedback from parents, youth, CE, and staff to improve and grow.
- Willingness to try new ideas

Skills

- Know how to lead Bible study and small group discussions effectively with Youth aged kids (6th graders to 12th graders)
- Event planning
- Mobilization skills
- Team building
- Exceptional relationship building skills with youth and adults
- Excellent organizational skills
- Excellent communication skills

Knowledge and experience in one or more of the following is desired

- Solid Bible Knowledge
- Solid Biblical Theology Knowledge
- Leading Bible study
- Youth Discipleship

Working Conditions

The position of Christian Youth Leader requires great flexibility in hours available for work, including evenings and some weekends. The position is a part time, salaried position based upon a projected 15 hours per week. However, the actual number of hours required during any given week is those needed to fulfill the responsibilities of the position. Furthermore, it is recognized that the schedule may vary at different times during the year.

It is therefore understood that the Christian Youth Leader shall:

- Maintain some regularly scheduled office hours to be accessible to the youth of the congregation
- Keep the church office informed as to how he/she can be contacted
- Notify the staff prior to all unforeseen and untimely absences from regularly scheduled events and provide a suitable substitute for anticipated absences
- In the case of extended time away from the office, arrange to receive and respond to messages

- Be familiar with and operate within the guidelines of church policies.

Office, phone, computer, voice mail, email, internet services, duplicating and secretarial support provided by the congregation for work related to this position.

Qualifications

Years of experience in Youth Ministry: 1 to 2 years

Education: High school Diploma with some Bible ministry training

Job Type: Part-time, 15 hours per week

Performance of duties and responsibilities often require working outside regular business hours, are not confined to certain hours and may vary during the year.

Pay: based on experience