



CEDARBROOK CHURCH

3502 Wilson Street NE
Menomonie, WI 54751
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Cedarbrookchurch.net

Job Description: Youth Ministry Director

Overview: Cedarbrook Church is a growing church of 500+ people in Western Wisconsin. This position will work with the NextGen Pastor to further develop our youth ministry of 100+ students and volunteers and function as the Youth Ministry Director. The Youth Ministry Director is responsible to oversee and organize a high quality dynamic weekly youth gathering that will connect students to a growing relationship with Jesus Christ.

This is a part-time position: 20 hours per week

Reports to: NextGen Pastor

Cedarbrook Employees are expected to regularly demonstrate:

- ◆ TEAMWORK
 - Develops and maintains positive relationships with others; willingly participates and works collaboratively toward solutions which generally benefit all parties involved; readily shares all relevant information; supports team decisions; acts to promote friendly climate, and good morale.
 - Meets regularly with supervisor and staff.
- ◆ DEVELOPING SELF/OTHERS
 - Actively pursues Cedarbrook core values: Relationships, Excellence, Acceptance, Lifechange, Laughter.
 - Regularly engage in continuing education.
- ◆ INNOVATION
 - Creates original ideas and ways for accomplishing a result or solving a problem; Anticipates and responds to opportunities; Builds on past performance; Encourages risk-taking and new ways of thinking; Recognizes the value of change and speed in response to change.
- ◆ CEDARBROOK MISSION
 - Actions and interactions demonstrate and promote Cedarbrook mission.

Specific Duties: To perform this job successfully, an individual must be able to perform satisfactorily the duties below:

Partner with the NextGen Pastor to...

1. Develop and administer the activities of the youth ministry for middle and senior high youth which will include, but is not limited to:
 - A regular ministry meeting with musical worship, biblical teaching, and small groups.
 - Recruit and train adult leaders.
 - Recruit and train student leaders.
 - Offer retreats, conferences, camps and mission trips for the youth.
 - Create and maintain outreach event calendar.

- Assist with organization and maintenance of programming supplies.
 - Maintain contacts in Cedarbrook's database software.
 - Counsel parents and teens and if further help is needed refer them to the appropriate resource.
2. Execute church policy within the youth ministry, specifically as it relates to Child Protection and Transportation.

Expectations:

1. Wednesday night Ignite ministry planned by Monday at noon to include worship teaching and small groups and activities. Have the plan communicated to the team on Monday and supplies gathered by Tuesday afternoon. Responsible for insuring that Ignite setup is completed before 5:00pm. Oversee Ignite ministry on Wednesday nights from 5:00 -930pm. Teardown and building cleanup need to be completed before leaving for the night.
2. Curriculum chosen and calendar created for fall semester, spring semester and summer and communicated to NGP no later than one month prior to the beginning of the semester. (Include events, retreats, outreach activities.)
3. All staff members are expected to attend the staff meeting.
4. Ministry staff are expected to attend Cedarbrook services in-person regularly.
5. Plan curriculum and manage teaching schedule for 724.
6. Plan and attend youth retreats, conferences, mission trips, camps
7. Enter new attenders' contact information into CCB and coordinate welcome messaging to them.
8. Office hours are 9am-3pm on Tuesdays, 5 hours on Wednesdays, and another 7 hours to be negotiated with the NextGen Pastor.
9. Post to social media a minimum of once a week. Ideally, twice a week: once before and once after Wednesday Ignite.

Requirements/Preferred Qualifications: These are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Prefer advanced training in youth ministry.
- Are or will become a regular attendee of Cedarbrook Church.
- Prefer one to three years' successful service history as a youth leader.
- Proven leadership and organizational capabilities
- Ability to engage with a large audience.
- Ability to contribute as a positive and effective team member.
- Ability to function independently without direct supervision.
- Embrace the mission, vision, and values of Cedarbrook Church and be able to articulate them to others.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly:

- Sits
- Talks and listens
- Lifts and/or moves up to 10 pounds

The employee occasionally:

- Stands and walks
- Reaches with hands and arms
- Lifts and/or moves up to 25 pounds

Specific vision abilities required by this job include close vision, and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

The position requires incumbent to work in an office setting, among other employees' desks, where the noise level in the work environment is moderately quiet with occasional distractions.