

**HIGHLAND BAPTIST CHURCH
POSITION DESCRIPTION
MINISTER OF YOUTH**

PRINCIPAL FUNCTIONS:

- Provide leadership in Youth Programs that seek to reach youth and their families for Christ and the Church, and aid members in developing Christian maturity through an understanding and application of Christian principles as expressed in the Bible.

RESPONSIBLE TO: Senior Pastor

RESPONSIBILITIES:

General Responsibilities:

- Provide coordination and communication of Youth programs with the Senior Pastor, the Church Council and appropriate leaders and committees to facilitate advanced planning, publicity, and participation
- Work with the Youth leadership to provide supervision and guidance of all programs

Specific Responsibilities:

- Develop, update and communicate the Youth Ministry vision, theme, goals and policies and procedures
- Oversee the spiritual development of the youth
- Prepare, interpret and manage the youth budget
- Evaluate curriculum
- Recruit volunteers for all areas of Youth Ministry and coordinate background checks.
- Plan and provide new volunteer training sessions
- Plan and provide New Member Orientation for Youth
- Stay current with the trends and needs of Youth Ministry
- Provide counseling to Youth and their families as needed
- Serve as member of the Church Council, Missions Committee, Youth Ministry Team and other committees as directed by the Senior Pastor
- Serve as chairperson of the Youth Ministry Team
- Plan and implement summer camps
- Attend mission trips
- Plan and implement retreats, lock-ins, etc.
- Participate in mission projects with youth
- Coordinate and participate in Wednesday and Sunday night programs
- Attend youth events (i.e. athletic events, performances, etc.) when possible
- Plan and conduct summer events for youth
- Assist in worship as requested by the Senior Pastor
- Fill in for Bible Study as requested by Senior Pastor
- Be accessible for youth
- Coordinate youth involvement in worship services as requested by Senior Pastor
- Plan and Coordinate small group discipleship programs
- Publicize Christian community youth events as appropriate
- Minister to youth and their families in time of crisis
- Help equip parents with tools for better Christian parenting

- Provide status reports on assigned ministries regularly to the Senior Pastor and at scheduled Church conferences and Church Council meetings
- Develop, oversee and evaluate “cross ministry” support and partnership with other ministries within the Church
- Create ministry brochures, newsletters, volunteer handbooks and furnish regular updates for the Church website

CRITERIA:

- Committed Christian dedicated to facilitating spiritual growth and maturity in self and others.
- Evidence of maturity, interpersonal, leadership and counseling skills.
- Commitment to the confidentiality as it relates to the Church membership.
- A degree in Christian Education or related field preferred
- Two to three years experience in Youth Christian Ministry preferred
- Advocate for Youth Ministry and able to lead a large volunteer staff
- Work as part of a team based ministry
- Flexible and willing to grow and adapt to the inevitable changes found in a growing Church

HOURS:

This is a full-time position. The person in this position is employed to accomplish the objectives assigned and will be expected to work the number of hours required each week in accordance with the guidelines set forth in the Personnel Policies and Procedures Manual.