

# Staff-Parish Relations Committee

## Position Description

### Youth Leader

#### **Mission & Purpose**

The missional role of the Youth Leader is to provide meaningful and inspiring programming for middle high and senior high youth. Developing a cooperative “team” of parents, teens and other adults, the youth leader brings together many facets and resources of the church to provide activities and experiences that will nurture the faith development of the church’s teens, as well as provide opportunities for service, worship, fun, fellowship and caring for one another among the teens.

#### **Supervision:**

The Senior Pastor is the primary supervisor of the Youth Leader. The Youth Leader is also responsible to the Staff-Parish Relations Committee (SPRC). The SPRC along with the pastor will participate with the Youth Leader in an annual evaluation. The SPRC sets the salaries of all staff members. The Youth Leader works with the pastor to enlist parents and other adults to be a part of the youth leadership team. All youth activities must comply with the church’s “Safe-Sanctuary” Policy.

#### **Work hours, Salary and Benefits:**

The position is for a minimum of 10 hours per week: approximately 6 hours of direct contact with the youth and church people, and approximately 4 hours of research, preparation and arranging of details. This position is only for the program year (Sept. - May) at this stage. During special times, retreats or church seasons the Youth Leader may be asked to work different or additional hours. The Youth Leader position is a part-time position. The position is paid on a salary basis. The rate is \$150 per week. The position is a non-exempt position. The salary provided by the church is determined and reviewed annually by the Staff-Parish Relations Committee. There will be a six-month probationary period with an evaluative review at the end of the first six months.

#### **Responsibilities**

1. Plan, prepare for and lead weekly meetings and activities of the youth fellowship.
  - A. Establish a regular and consistent time for the youth fellowship to meet on a weekly basis.
  - B. Develop a pattern of activities, including
    - 1) Food & Fellowship (meals or snacks, games, fun and icebreakers)
    - 2) Worship & Devotion (singing, prayer, grace at meals and inspirational readings)
    - 3) Learning and Discussion (subject discussions, videos, faith-based engagement)
2. Plan and Prepare some larger activities or events.
  - A. Service Projects - to help or benefit someone in the church or community, or to aid another ministry organization (such as LifeStyles).
  - B. Field Trips - opportunities to go out and experience different activities
    - 1) Fun Trips - like going to amusement parks, themed restaurants, or sporting events.
    - 2) Retreats - time to get away from family and school to ponder deep meanings in life.
  - C. Fellowship Events - Christmas caroling, hay rides, participating in talent shows, serving the Shrove Tuesday Pancake Supper, etc.
3. Meet regularly (at least once a quarter) with pastor and Youth Leadership Team to discuss, plan, seek or offer guidance, and evaluate the state and direction of the youth ministry program.
4. Communicate with Discipleship & Fellowship Cluster Leaders to share progress, plans and activities.

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5. Be available after Sunday School, and before and after the primary worship service to interact with the youth
  - A. To invite / encourage them to participate in youth programming.
  - B. To connect with, encourage and befriend the youth of the church.
6. Find out the schedules of both district and conference youth events, and consider having our youth participate in some of these “larger” events.
7. Maintain the Youth Group checking account and keep thorough records.
8. Submit all financial records annually to the church appointed auditor.
9. Plan and implement various fund-raising events/activities to supplement the Youth Group finances such as Pancake Supper and Shop & Drop Babysitting and Drop & Date Babysitting.
10. Develop and establish a Youth Leadership Team of other adults and parents.

### **Qualifications/Values**

1. Must be a person of deep personal faith who has committed his/her life to Christ and desires to share Jesus Christ with young people to bring them into or deepen their relationship of faith in God.
2. Must be a person who loves and respects teenagers.
3. Must be able to cooperate with and lead other adults on the Youth Leadership Team.
4. Must have a heart for God, a desire to serve, a spirit of humility and an openness to the thoughts and ideas of young people.
5. Be compassionate about the trials and difficulties of teenagers and empathize with them, without betraying the rights of parents.
6. Maintain a good working relationship with the pastor, the members of the Youth Leadership Team, the parents of the teens, and the Discipleship & Fellowship Cluster Leaders.
7. Must have at least one year of experience working with teens, and have some leadership experience.
8. Must have some post-high school education or training.
9. Must be at least 23 years of age.

(Revised October, 2011)