

Youth Minister – Job Description

Crosstown Church of Christ

August 2018

1. General

- a. Overall responsibility, as described below, for the Crosstown Middle School and High School Youth Program. These responsibilities may change overtime.

2. Teaching

- a. Teach and coordinate Sunday morning bible classes for High School and Middle School
- b. Teach and coordinate Wednesday evening bible classes for High School and Middle School
- c. Plan bible class curriculum, working with the Youth Ministry and Education Deacons. This is to be reviewed quarterly with the Elders.
- d. Recruit and support teachers and co-teachers for the High School and Middle School Bible classes
- e. Plan and facilitate devotionals for High School and Middle School on a regularly scheduled basis
- f. One quarter a year, the Youth Minister should be in an adult class as student.

3. Youth Activities

- a. Plan, organize and supervise youth activities, including camps, retreats, mission trips, Leadership training for Christ, Christian College visits, service projects and other activities to bring the teens together to cultivate Christian friendships
- b. Regular parent meetings to plan events and ensure parent awareness and participation.
- c. Timely communication to parents of upcoming events, dates, times, costs, deadlines, etc.
- d. Recruit parents and other members to chaperone or help in the youth program as needed
- e. Co-lead Vacation Bible School activities with the VBS leader. Recruit teens to assist in all VBS activities
- f. Recruit, train, mentor, and supervise Summer Youth Interns (male and female). Selection of interns to be approved by the Elders.
- g. Work with Youth Deacon to organize and facilitate graduating senior recognition Sunday
- h. Coordinate transportation with proper accountability for teens as needed, especially youth that otherwise would not be able to participate in youth events because they do not have parent/guardian transportation
- i. Challenge teens to participate in service projects in addition to student-focused activities
- j. Organize and encourage teen participation in activities that will put our students on Christian College campuses. (e.g., OC Spring Sing, OC Zenith, and Harding Uplift)

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4. Leadership Meetings

- a. Attend regularly scheduled Elders / Minister meetings
- b. Prepare and present reports on current and planned youth activities. Send brief advance email to elders updating your actions / plan including: home visits, follow-up with youth visitors and those missing for 2 weeks, education plans, and each youth event. For planned youth event, provide information on event date, spiritual emphasis, male and female sponsors / chaperones, churches participating, speakers, cost, transportation plan, and other event details.
- c. Work with Youth Deacons to assess needs and to address areas of concern in the Crosstown Youth Program
- d. Communicate concerns and proposed solutions to the Elders about the youth program, teens that are 'at risk', and teens that are demonstrating leadership in the group

5. Spiritually Minded Events

- a. Help the Kids for Christ leader to coordinate and plan the Kids for Christ summer activities and to staff these activities with interns and teen helpers
- b. Work with the LTC leader to Organize LTC participation, training, and trip details
- c. Coordinate and plan summer camp (e.g., Burnt Cabin) with other local youth groups
- d. Coordinate and plan an annual Youth Group Mission Trip
- e. Coordinate and plan at least one Youth Group Retreat per year
- f. Coordinate an annual youth group led 'Golden Agers Banquet'
- g. Coordinate and plan youth group service projects throughout the year

6. Office

- a. Regular office hours to be kept as approved by the Elders; exceptions will be communicated and approved
- b. Submit bulletin articles as requested
- c. Work with other ministers, staff, and elders to plan congregational events
- d. Keep website and social media updated with youth activities and information
- e. Maintain and update activity release forms and medical information annually for each student
- f. Attend regularly scheduled office staff/minister meetings
- g. Regularly provide timely notice of announcement of events for inclusion in the bulleting, and class / worship announcements
- h. Regularly update youth slides for the monitor above the 'youth booth'

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7. Other

- a. Reach out to teens and parents on a regular basis and encourage teen participation in activities. The Youth Minister will carry out a conscious and intentional personal action plan to contact missing teens and a visitation plan for visiting youth in coordination with and involving youth to bring back “lost sheep” and rapidly involve visitors in youth events. Update the elders twice a month on these activities.
- b. Develop and submit an annual budget for the Youth Group Program with input from youth deacons and other youth leaders
- c. Preach on Sunday mornings as needed
- d. Attend monthly Tulsa area youth minister lunch
- e. Attend one Church of Christ based youth leader’s seminar each year as approved by the elders.
- f. Reach out to young families with children in the congregation and to visitors with families as an opportunity for congregational growth
- g. Find and implement ways to get involved in student’s lives outside of regular activities like attending their extra-curricular school activities and encourage other members to do the same
- h. Support and participate in congregational activities when not in conflict with already scheduled youth activities, and encourage student participation. This includes avoiding scheduling youth activities on top of scheduled congregational activities without the Elder’s approval.
- i. Set and regularly update spiritual growth goals for the Youth Group as a whole, and spiritual growth goals for each individual student. Target: Update every 6 months.
- j. Assist or lead in the planning, organization, and execution of other activities of Crosstown as needed