

North Garland Church of Christ Youth & Family Minister – Job Description

General Summary

This is a ministry position to serve the Lord with a passion and sincere love for God in the area of Youth & Family ministry. This ministry is to promote growth in relationship with the Lord, relationships with one another and outreach to the lost. The purpose is to glorify God in word, worship and daily lives.

Scope of Responsibility

The Minister will work within the vision and mission of the North Garland church, under the direction of the Elders and through coordination with the youth & family ministry team (deacon(s), youth & family committee, volunteer adults, parents and teens). The minister will be accountable to the Elders and will be responsible for planning and coordinating activities, functions and events the congregation, families, youth are participating in (all ages). Also be the leader and to provide the guidance necessary to get the most and best results from the program. This minister will coordinate ministry planning and facilitation with ministry leaders, deacons, parents and adult volunteers and keep the Elders advised as well as set a proper example of Christian behavior at all times.

General Expectations:

- Coordinate planned family and/or youth ministry activities that reflect Biblical objectives, guidance by the Holy Spirit and that blend into the overall mission and vision of the North Garland church.
- Develop teams of parents and adult volunteers to assist with this youth & family ministry within the established goals, objectives and plans.
- Function as a valuable part of the ministry team and staff at North Garland.
- Be available to the youth, parents and church members as needed.
- Be responsible for the leadership and direction of the youth & family ministry at North Garland.
- Establish and have written goals for the youth & family ministry program and have a detailed plan on how to accomplish and reach goals each year.
- In January of each year, complete a calendar that lists planned activities, functions, camps, retreats, etc. and submit it to the Elders.
- Obtain a copy of and review the school calendars of those involved in the youth group. Use this information to help schedule attendance at various student events – sports, academic, etc.
- Follow up with and contact youth members who are not in attendance weekly.
- Contact new family w/youth (visitor, new or periodic attendance). Contact parent(s) and youth individually.
- Be responsible for the leadership and direction of a youth intern such as: schedules, curriculum, programs, camps, activities, etc.
- Have separate group activities and classes for high school and junior high. On occasion may combine the two groups.

Page 2
North Garland Youth Minister Job Description

- Have activities which engage our youth and family in church activities (service projects, missions, worship, teaching, pantry, visiting, etc.) with all groups/ages of the church family.
- Plan and work toward engaging others to take on responsibilities for various aspects of the youth & family ministry (teaching, service projects, planning/organization, etc.). As needed, periodic, short term, long term, etc.,
- Stay informed and up-to-date on the various materials, resources and strategies that can be utilized in implementing, maintaining and moving this ministry forward.
- Be available to preach as needed or directed (pulpit minister gone, special times, etc.).
- Complete various administrative functions including budgeting and management for the youth & family ministry.
- Have educational goals for the year and periodically check progress toward these goals.
- Attend all scheduled church services and appropriate activities.
- Advise the Elders of any special problems, issues and/or conflicts with youth and/or parents.
- Provide a weekly status report to the Elders concerning contacts, activities, issues, concerns and needs.
- Understand that the Youth & Family minister role/position is not an 8-5 job, but is a career choice / way of life.

Policies:

- Adhere to all the provisions and guidelines of the North Garland Personnel Policy manual.
- Accountable to the Elders.
- Maintain availability by phone and schedule regular office hours and days off. This information is to be communicated to the congregation.

Qualification:

- Strong faith and commitment to the calling of serving the Lord as a youth minister.
- Continual growth in knowledge of God's word for both professional and personal development.
- Excellent interpersonal skills as well as a demonstrated ability to lead Bible study, organize activities, communicate ideas and use time effectively.
- Bachelor's degree as a youth minister or youth and family minister or Bible major.
- May consider strong applicants who have youth ministry or youth & family ministry experience, but hold a different degree.