

Job Description

Minister of Youth / Administration / Education

- Must be God-called and dedicated. The relationship with the Lord must be of utmost importance.
- Respect, support, and work under the direction and supervision of the Pastor.
- Demonstrate positive partnership and teamwork with other staff members.
- Be supportive of church programs, policies, and personnel.
- Time off must be pre-approved by the Pastor.
- Consistently attend normal scheduled services and key meetings (exceptions must be pre-approved by pastor).
 - Sunday morning, Sunday evening, and Wednesday evening services
 - Staff meetings
 - Monthly Church Council meetings
 - Other meetings as directed by the Pastor
- Lifestyle must be above reproach and reflect Jesus Christ.
- Be an example to our students and church members:
 - Grow in your faith and walk with Christ
 - Demonstrate appropriate boundaries in life, relationships, and ministries
- Recognize the need to adjust communication styles and approach to meet the needs of each youth and church member.
- Maintain a journal of weekly activities and ministry wins. Review with the Pastor on monthly basis.
- Must be able to pass background check.
- Perform other duties as assigned by Pastor.

Youth Director

- Lead the church in planning, scheduling, conducting, and evaluating a comprehensive Youth program.
 - Promote parent involvement, establishing a Youth Committee to support youth program
 - Provide leadership to the Youth Committee
 - Work with the Youth and Youth Committee to plan activities, balancing fun with Biblical teachings. Programs should be age appropriate, separating Jr High and High School as needed.
 - Counsel the Youth in making basic spiritual discoveries, formulating intelligent plans for the future, and help Youth to grow in the understanding and acceptance of the Holy Bible.
- Communicate with youth and parents on a regular basis (group texts, Facebook, website, etc.)
- Encourage youth involvement in other church ministries, displaying a servant leadership attitude.
- Encourage youth attendance at all main services.

- Assist with any administrative needs and Church-wide promotional projects or programs as requested by the Pastor.
- Share in visitation responsibilities, specifically with the Youth of the Church and the community.
- Prioritize reaching and growing our current FBC youth. Once the youth department is solid, begin outreach services to other youth in the community.

Administrator

- Assist the Pastor in planning, coordinating, overseeing, and evaluating the activities of the church.
- Oversee the administrative functions of the church related to finance, personnel, and facilities maintenance.
- Assist the Pastor in planning, scheduling, and promoting church events such as revivals, conferences, seminars, etc.
- Assist the Pastor in public relations and community affairs.
- Coordinate, develop, maintain, and implement the church's administrative policies and by-laws.
- Responsibly manage the church's financial resources according to the approved budgetary guidelines, utilizing the best accepted practices of accounting, and adhering to the highest ethical, moral, and Biblical standards.

Education Director

- Maintain a high level coordination of activities across educational areas (Sunday school, RA/GA, Children, Youth, Adult, etc.).
- Work closely with the Sunday School Director. Research new and additional materials for Sunday Bible School and Small Groups.
- Create, promote, and implement new programs as the need/opportunity arises.
- Assist in identifying, recruiting and equipping leaders/teachers for Sunday Bible School and Small Groups.
- Encourage people to explore and use their spiritual gifts; equipping leaders, volunteers and teams through training and support.