

## **Youth Ministry Director**

### **(Interim Position)**

#### **I. Scope**

The Youth Ministry Interim Director is responsible to the Pastor for planning, conducting and evaluating a comprehensive Bible based ministry at First Baptist Church for youth, 6<sup>th</sup> through 12<sup>th</sup> grade, which focuses on spiritual growth. In addition, the director will work with the Youth Committee, which serves in an advisory capacity.

#### **II. Responsibilities**

- a. Support and teach Baptist doctrine.
- b. Plan, coordinate and secure appropriate materials for programs/activities on Sunday mornings, evenings, and mid-week (i.e. Sunday School, Discipleship, Special Events, etc.), while encouraging students to develop their ministry talents.
- c. While coordinating with current Youth Ministry workers, recruit new leadership as needed. Secure substitutes when needed.
- d. Maintain a data base for Youth and their families in order to promote ministry and outreach.
- e. Following Youth events, ensure facilities are returned to a clean and orderly manner and readiness.
- f. Be available for counsel with youth in matters regarding their spiritual life. Careful judgment will be exercised in this area, conferring with the pastor and referring cases to him that are of such nature as to require his attention.

III. **Skills and Attributes**

- a. Works well with Youth and parents.
- b. Is organized and demonstrates a warm inviting personality.
- c. Leadership Skills
- d. A strong work ethic
- e. Commitment to excellence

IV. **Position Requirements**

- a. Should be Baptist.
- b. Has previous experience (supported with references) in working with Youth in a church environment.
- c. Minimum high school diploma or its equivalent. College/Seminary training preferred.

NOTE: All candidates for this position must agree to and are subject to background checks.

I have read and understand the basic job duties for which I am responsible. I also understand that my responsibilities are not limited to these basic items. Additionally, I understand that I may be needed to assist other staff members from time to time.

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Youth Ministry Director

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Date

Personnel Committee 2019

Document revised January, 2019