

GRACE YOUTH MINISTRY ASSISTANT GRACE CHURCH

Reports to: Grace Youth Director

Date:

POSITION PURPOSE: To catalyze the Grace Youth team by taking care of ministry needs, allowing for Grace Youth to expand its reach, relationships, and rapport with the community.

PERSONAL REQUIREMENTS:

- (1) Consistently teach and model full devotion to Jesus Christ before all families while remaining teachable.
- (2) Champion both the Grace Church and Grace Youth's mission, values, vision, & strategy while being a team player.
- (3) Participate in personal discipleship through the ministry of Grace Church by regularly attending services, participating in a group, and being involved in ministry and mission.
- (4) Engage regularly in relationships with those outside of faith in Christ with the purpose of pointing them to the hope found in Jesus.
- (5) Be professional by using discretion with all information received while working in the Grace Church office and ministry.

PROFESSIONAL RESPONSIBILITIES:

- (1) Assist in the recruitment and onboarding of leaders so every person who steps into a serving role knows the mission, vision, and established processes of Grace Church and Grace Youth. Manage the onboarding process for the team and ensure that forms and background checks are accounted for.
- (2) Take ownership of the planning and structuring of the Grace Youth Support team by inviting, equipping, and releasing leaders to do the work of ministry in areas that propel the Sunday night ministry forward. In addition, be a point of contact for support team volunteers in their preparation for Sunday night ministry. The support team includes, but is not limited to, our Check-In, First Impressions, Cafe, Set-Up, and Leader Care teams.
- (3) Assist the Grace Youth Team by building relationships and providing support, care, and encouragement with our students.
- (4) Assist in the organization and oversight of communication from the Grace Youth Team to a variety of audiences including, but not limited to, students, parents, adult leaders, staff, congregation, community, etc. This includes a monthly newsletter, weekly texts, and additional communication as needed.
- (5) Provide administrative support for the Grace Youth Team by securing room requests, coordinating meals, maintaining and communicating the team calendar, handling finances, database management, creating/editing online forms, updating website as needed, consistently tracking statistics (attendance, spiritual decisions, etc.) and providing support for events and trainings.

- (6) Alongside the rest of the Grace Youth Team, assist in the planning, promotion, and execution of summer trips and camps, weekend retreats (Kalahari), and large-scale ministry events (SKO, Groups Launch, etc). Schedule will need to be flexible surrounding large events to provide for the needs of the team.
- (7) Participate in assigned staff meetings and retreats. Work with Grace Youth Director to set and update meeting agendas. Take notes and follow up with team on emerging tasks coming out of team meetings.
- (8) With the Grace Youth Director and Youth team, assist in the oversight and facilitation of our summer ministry.

EXPECTATIONS:

- (1) This role has an expected average weekly workload of 20-25 hours per week.
- (2) If the 20-25 hour work week is not met during a work week, a plan to make up that time should be discussed with and approved by Grace Youth Coordinator (or supervisor).
- (3) You may be scheduled to work on Sundays.
- (4) During certain high-need parts of the calendar year, Grace Youth Ministry Assistant will be allowed to work (and compensated for) additional hours. An increased schedule will be discussed ahead of time between employee and supervisor. These times are included but not limited to:
 - Groups Launch season - Early September
 - Kalahari season - late December to early January
 - School end and summer launch - Mid to late May

Employee Signature

Date

Supervisor Signature

Date