

## **ANTIOCH FELLOWSHIP MISSIONARY BAPTIST CHURCH**

**POSITION:** Minister to Youth

**REPORTS TO:** Executive Pastor of Ministries

**WORK HOURS:** FULL-TIME Sunday to Thursday and On-Call as Needed

### **PRINCIPLE FUNCTION**

The Minister to Youth is responsible to develop a comprehensive ministry for members, who are within the age range 7<sup>th</sup>-12<sup>th</sup> grade. The Minister to Youth is responsible for the development, management and coordination of all ministry leaders, ministries and activities for students in this age group.

### **SPECIFIC RESPONSIBILITIES**

- Provide short- and long-term strategic plans to the Senior Pastor and Executive Pastor of Ministries annually for the direction and programs of the Youth ministries. These should focus on appealing, age-appropriate ministries that will interest students and move them to biblical truth, spiritual growth, social skills development, educational advancement and discipleship to prepare them for adult life.
- Attend weekly or special Pastoral Team, General Staff or other administrative meetings as scheduled by the Senior Pastor or his designee. Prepare weekly updates as required.
- Meet with Executive Pastor of Ministries in weekly coordination sessions.
- Develop, organize, manage, direct, enhance and evaluate ministries and programs that will fulfill the annual approved strategic plans, new ideas and assignments by the Senior Pastor.
- Create, update and submit an annual budget recommendation to the Executive Pastor of Business and Development as directed by the Senior Pastor and ensure that all student ministry maintains financial integrity and operate within their approved budget.
- Supervise all Student Ministry compensated staff, committees, councils, ministry leaders and ministries and ensure that they operate within church ministry guidelines.

- Follow required steps for approval of calendar dates/events and work with staff members, ministry leaders and teachers to resolve philosophical, procedural, and scheduling problems in related to student ministry activities.
- Utilize the services of the pastoral, administrative, financial, media, communications and marketing and facilities staff, which are consistent with their Position Descriptions.
- Attend student ministry meetings to show support, assess their effectiveness, address any issues, provide input and evaluate areas for improvement.
- Maintain an active role and file on all student ministry Action Plans and provide updates as scheduled to Senior Pastor, the Executive Pastors and the Pastoral Team.
- Plan and Provide for the weekly worship services and ministries which include time that is spent in spiritual growth activities such as Praise and Worship, Sharing or Study of the Word, a Call to Discipleship and Giving.
- Perform or provide for preaching and other pulpit duties and the ordinances of baptism and communion as directed by the Senior Pastor.
- Coordinate and support the Worship and Arts department in planning, staffing and coordinating musical integration of the student ministry with the overall music ministry of the church, including choirs and praise teams. Choir ministry will include regular participation in services in addition to engagements requested and approved by the Senior Pastor.
- Work with the Facilities Manager for classroom space and other needed resources to conduct activities
- Coordinate the recruitment and training of teachers and volunteer workers for this ministry. Final approval provided by Senior Pastor.
- Conduct training for student ministry workers and volunteers in coordination with the Pastor of Discipleship as appropriate.
- Develop or advise in the use of ministry materials, equipment and supplies for the student ministry.
- Work with the Discipleship Pastor for the approval of curriculum and other resources to be used for student ministry.
- Provide Weekly Bible Study or Discipleship options for students.
- Plan and provide activities, retreats and outings for students to meet their social needs. Ensure that there are sufficient workers to help supervise these social activities.
- Provide information and materials as needed for the announcement and marketing of ministry programs, activities and events through any and all

church print and electronic media, which may include the weekly church bulletin, "This Week at Antioch" or related Media Announcements, the church website, the church marquis and any external outlets.

- Make calls on students when they are in a hospital or have other major events in their lives. Provide outreach to students through home calls and campus contacts. This will also include in-school and away at school contacts for some.
- Engage students on one-to-one basis, building relationships, strengthening self esteem and encouraging them to become established as Christian believers.
- Intervene as required and appropriate in issues or experiences that arise from the social interaction of while on the premises of the church, as a participant in any church sponsored activities or in any circumstance in which a child of Junior High student is in the custody and care of a ministry of the church.
- Provide guidance to church and non-church Senior High students and Young Adults or their families as the need and opportunity arises.
- Meet all legal standards in the handling of sensitive information that is made known to you concerning all Children or Junior High students, their associates or others.

**Other General Responsibilities:**

- a. Work as a core member of the Pastoral Team to carry out the functions as prescribed by the church bylaws and Demonstrate a high degree of loyalty to the Senior Pastor and ministry.
- b. Cooperate with the Senior Pastor, Trustee Council and other staff members in promoting the entire ministry plan of Antioch Fellowship Missionary Baptist Church.
- c. Participate as a team member on the church Advisory Team and perform duties determined by the Senior Pastor.
- d. Supply written materials as requested or on a periodical basis for use in Antioch Fellowship Missionary Baptist Church publications relating to your responsible area of ministry.
- e. Give full support to the annual budget of Antioch Fellowship Missionary Baptist Church and avoid soliciting or expending funds not previously authorized.
- f. Serve as a staff liaison to assigned Ministry Teams and/or Standing Committees.
- g. Provide operational budget input to the Associate Pastor of Business on an annual basis.

### **Basic personal responsibilities:**

- a. Maintain a vital and growing personal walk with the Lord through committed Bible study, prayer and worship, service to others and obedience to God's Word.
- b. Maintain proper priorities in the home
- c. Develop personal evangelism opportunities within and outside the church.
- d. Support financially the work of ministries at Antioch Fellowship Missionary Baptist Church by faithfully giving at least 10% of gross income. Maintain wise stewardship measures over the remaining 90%.
- e. Assist the Senior Pastor, Executive Team or Pastoral Team in other areas of work, as requested.
- f. Perform other duties as assigned by the Senior Pastor.

### **Qualifications:**

- Bachelor's degree in a related field strongly preferred;
- Experience in youth ministry or an educational setting preferred
- Ability to build, lead and empower volunteer teams
- Excellent organization, communication (verbal and written) and listening skills, with a high degree of initiative and accountability
- Exceptional interpersonal and relational skills, with sensitivity to church members and visitors
- Understanding and enjoyment of youth and families and guiding their spiritual development
- Has strong computer and social media skills, and basic experience with AV equipment
- Create and administer the youth budget. Perform administrative tasks expected of staff members, including calendaring, communication, and ensuring youth ministry events follow Ministry Safe procedures. -motivated and able to work without direct supervision, while being a team player
- Create and implement a strategy for reaching and assimilating youth and families. Work as a team with church staff, volunteers, and youth leaders to integrate youth into the life of the congregation.
- Other duties as assigned by the Executive or Senior Pastor.

