

Youth Ministry Leader

Grace Covenant Church

April 2024

Ministry Position Description

Job Summary

Plan and develop a comprehensive youth program at Grace Covenant Church. Provide overall youth ministry leadership including overseeing curriculum and special events.

Areas of Ministry Responsibility

- Work with the Youth Ministry Team in planning and developing a comprehensive youth program.
- Encourage participation by all youth in ministry opportunities of the church.
- Work with the Youth Ministry Team to plan and coordinate special events and outreach projects.
- Oversee recruitment and training of a team of volunteers.
- Lead in the guiding and implementation of curriculum.
- Plan and assist in fundraising efforts for Youth.
- Plan and establish long-range goals for the ministry.

Administrative Responsibilities

- Maintain regular ministry hours and attend meetings as required.
- Provide written reports as requested.
- Follow and implement all policies of the church.
- Partner with the Youth Ministry Team to prepare the annual youth ministry budget.
- Keep supervisor informed of important developments, potential problems and related information necessary for effective church ministry.

Requirements and Desired Characteristics

A. Primary Requirements:

- Support Grace's mission statement: *"Rooted in the Word, Growing Together in Christ, Going to the World with Christ's Love."*
- Profess faith in Jesus Christ as Lord and Savior.
- Demonstrate and model an authentic Christian life that is growing in spiritual and emotional maturity.
- Possess the ability to:
 - Take initiative and decide a course of action for a task, a needed improvement or in solving a problem.
 - Plan a logical sequence of events or tasks and follow through.
 - Effectively coordinate ministry activities with others.
 - Decide work priorities and work independently.
 - Work as part of a team with staff, lay leaders and volunteers.

Secondary Requirements:

1. Ability to maintain an organized office.

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2. Ability to interact effectively with people face-to-face, by phone, via email, and correspondence.
3. Ability to use a computer, printer, copier, phone system.
4. Ability to use software including programs such as spreadsheets, calendars, and word processing.
5. Ability to deal with last minute changes and constructive criticism.

Qualifications

- Bachelor's degree or equivalent in Youth Ministry or related field preferred.
- Familiarity with and experience in building and leading a team approach to ministry.
- Ability to plan, organize, train, and supervise ministry and events.
- Able to provide guidance to parents on contemporary issues.

D. Accountability

- Reports to the Lead Pastor.
- Lead the Youth Ministry Team.
- Evaluated by the Lead Pastor and Mutual Ministry Committee.

Evaluation, Supervision and Compensation:

Evaluation and Supervision:

- Reports to the Lead Pastor
- Performance evaluation group is the pastor and Leadership Team Member.

Compensation:

- 20 hours per week, \$18.00 - \$24.00 per hour
- PTO (Paid Time Off) -- 20 hours per calendar year, no carry over. After 5 years of employment, PTO will increase to 40 hours per calendar year.
- Other time off as indicated in the employee handbook, or without pay as requested and agreed upon by the Lead Pastor.