

**SUMMARY OF DUTIES OF THE YOUTH PASTOR/MINISTER
DRAFTED NOVEMBER 7, 2024**

Title: Youth Pastor/Minister

Accountable To: Senior Pastor

Purpose: Under the calling and leadership of God and commissioned by Grace Baptist Church, the Youth Pastor works closely with the Senior Pastor to care as Jesus cares for students in 7th through 12th grade. He is charged with building a youth ministry that seeks to win the lost to Christ and disciple young Christians through Christ-centered exposition of the Bible.

Position Status: Part-time Ministerial Staff, called by and voted on by the church

Areas of Responsibility: The duties of the Youth Pastor consist of, but are not limited to:

1. Assisting, as assigned, the Senior Pastor with pastoral duties such as:
 - a. Preaching/teaching
 - b. Leading in communion services
 - c. Leading in baptism services
 - d. Officiating Funerals
 - e. Teaching the Discover Grace Class
2. Lead the Wednesday Night Youth Group program that engages visitors and trains students from member families in scripture.
3. Lead the Sunday School program on Sunday mornings, which includes coordinating teachers and ordering material.
4. Meet weekly with the student leader team for discipleship and planning.
5. Recruiting and training a ministry team of male and female volunteers to serve in special events, Sunday School, and/or Wednesday Night.
6. Coordinates two special events a year: Disciple Now and Summer Camp. Any more events are the Youth Pastor's discretion.
7. Maintaining attendance records for every youth activity.
8. Developing and maintaining open dialogue with parents of youth keeping them informed of events and developments in the youth program, listening and responding to their concerns, encouraging them in their parental responsibilities.
9. Overseeing all areas of the Youth Ministry budget, including developing and submitting a yearly budget request, monitoring and controlling the spending, submitting receipts for payment and/or reimbursement in a timely manner.
10. Attend and give a report for all regularly scheduled Church Planning Meetings unless exempt at the discretion of his supervisor

General Expectations

1. Completes an average of 15-20 hours of ministry per week

2. Creating a culture of discipleship in the student ministry that leads to worship and compels students to be on mission.
3. Serves as a Christian role model and supports the mission, values statement, doctrinal statement and bylaws of Grace Baptist Church.
4. Demonstrates good communication skills, including verbal, written, and listening.
5. Demonstrates good teamwork ability in working with all ministries of the church.
6. Works effectively with youth and communicates with them in a Christ-like manner that they can understand.
7. Provides written authorization allowing Grace Baptist Church to conduct civil, criminal, and credit background checks.
8. Attending all regularly scheduled services of the church unless exempt at the discretion of his supervisor.
9. Gives at least 10% of income to the ministry of the church

Personal and Character Traits:

1. Meets the Biblical qualifications for the office of elder: Exhibits Christian maturity and wisdom of being, in principle, "... above reproach, the husband of one wife, sober-minded, self-controlled, respectable, hospitable, able to teach, not a drunkard, not violent but gentle, not quarrelsome, not a lover of money. He must manage his own household well, with all dignity keeping his children submissive." (1 Tim. 3:2-4, ESV)
2. Possesses a heart for people and a passion to see Christ's kingdom grow.
3. Maintains a caring and approachable servant attitude that addresses concerns related to his administrative responsibilities.
4. Has a heart to mentor other church members to do what he does in ministry.
5. Spends regular, personal time in prayer, Bible reading, Bible memory, and spiritual enrichment.
6. He and his wife, if married, must be members of Grace Baptist Church as a condition of hire. It is also expected that his family will be fully loved and supported by the church as they become fully integrated in its ministries.

Applicants may send resumes to Sylvia Miller at smiller_gcu@yahoo.com