

DISCLAIMER: This guide is provided for information purposes only and is not intended as advice to the local church. Information is current only as of the date that the guide was prepared. Readers are advised to seek professional advice for their particular situation.

**FIRST BAPTIST CHURCH
JOB DESCRIPTION
YOUTH DIRECTOR (FULL-TIME)**

PURPOSE

The mandate of FBC's youth ministry is to reach, train and develop young leaders in junior high (grades 6-8) and high school (grades 9-OAC) within the community of First Baptist Church. The purpose of the Youth Director is to assist in establishing a lay ministry that can carry out this mandate.

SCOPE

The incumbent will receive work assignments from and report to the Senior Pastor of FBC and the Chairperson of the Deacons Board. The individual will be an integral part of a larger church staff team and will relate to other staff as required. The individual will also recruit and train adult and youth leaders to assist in youth ministry. This is a full-time position requiring an average of forty-five hours per week (minimum forty hours per week).

JOB FUNCTIONS

Ministry Team Responsibilities

1. strive to integrate youth ministry into whole life of the church family
2. recruit and train adult/youth leaders for both junior high and high school ministries to carry out mandate
 - a. meet regularly for affirmation, fellowship and training
 - b. purpose of this group is to be the "front-line" workers (i.e. first point of contact)
3. train young people and plan for special outreach to other teenagers within and outside the church as well as from other evangelical churches
4. arrange for regular pastoral visits to active, inactive and prospective young people individually and with their families
5. locate resources to meet needs of smaller groups in such areas as spiritual growth, Bible study, personal and interpersonal growth, etc.
6. research and schedule special events (e.g. mission project, camp, conferences, seminars, retreats, sleepovers, trips, etc.)
7. attend workshops and personal growth conferences to stay informed on new and effective ways to implement youth ministry

Church Ministry Responsibilities

1. develop philosophy of ministry adaptable to FBC's context and in line with FBC's vision
2. regular teaching in youth group meetings
 - a. supervising and training adult/youth leaders also considered regular teaching
3. assist church members in establishing long-range goals and short-term objectives for ongoing youth ministry in the life of the church

4. Sunday service preaching once per month
5. willingness to help with other ministry duties in extenuating circumstances

Accountability

1. Senior Pastor and Deacons Board will supervise the work of the Youth Director
2. will provide written report to summarize work for past month to both Senior Pastor and Deacons Board
3. communicate plans and activities of the young people to both the Senior Pastor and the Deacons Board
4. develop effective publicity for youth activities through church newsletter, bulletin, youth newsletter, mailings, media publicity, etc.
5. meet with parents at least three times a year to communicate about the youth ministry calendar, volunteer needs, parental concerns, etc.
6. candidate for this position will be on a 6-month probationary work period, after which performance reviews will be carried out annually by the Senior Pastor and Deacons Board (a written report will be provided and explained)
7. if the Youth Director feels mistreated by any church member or committee in the church, he/she may discuss any grievances confidentially with the Senior Pastor or the Deacons Board
8. church or Youth Director may dissolve this agreement by giving 30 days written notice

QUALIFICATIONS

1. deep commitment to Jesus Christ with a definite calling to ministry with young people and their families
2. intermediate level administrative and professional, interpersonal, relational skills
3. genuine love for people
4. significant depth of Christian maturity, empathy and good judgement and strength in interpersonal skills
5. candidate required to assent to Covenant and Statement of Faith of FBC and would need to be working towards credentials acceptable to the Credentials Committee of the Baptist Convention of Ontario and Quebec
6. at least 2nd year studies in Master of Divinity or equivalent
 - a) training, education and experience that apply to Christian youth ministry
7. valid CPR and/or First Aid training
8. clearing of police criminal record check

REMUNERATION

FBC believes in remunerating its staff properly. Using BCOQ's recommended minimum salary guidelines, we will remunerate base on the candidate's qualifications. FBC does not pay overtime, but does offer lieu hours.

First Baptist Church is an equal opportunity employer. All candidates whose training, experience, aptitudes and adaptability meet the requirements for the job to be filled will be considered, subject to the requirement that such candidate's lifestyle must not evidence unethical or immoral conduct or behaviour that, in the opinion of First Baptist Church through its Pastoral Staff and Deacons Board, is unbecoming of a Christian and contrary to biblical principles.

