**BRIDGE DOC: BUILDING HEALTHY VOLUNTEER TEAMS (working doc)**

The purpose of this file is to digitally input your answers to the workbook (cboqyouth.ca/healthyteams) rather than writing your answers in the workbook itself. If you’re collaborating with other people, you may choose to upload this to a file-sharing cloud.

Overview of the Ministry (p.4)

What’s on the master calendar? (p.5)

|  |  |
| --- | --- |
| September |  |
| October |  |
| November |  |
| December |  |
| January |  |
| February |  |
| March |  |
| April |  |
| May |  |
| June |  |
| July |  |
| August |  |

What church policies impact youth ministry? (p.6)

What is the ministry’s budget? (p.6)

Who Needs to be on this Team? (p.7)

What are non-negotiable character expectations you have for this person? (p.7)

Role Definition (p.8)

|  |  |  |
| --- | --- | --- |
| ROLE  | GIFTS/SKILLS | POSSIBLE PERSON(s) |
|  |  |  |
|  |  |  |
|  |  |  |

(p.9)

|  |  |
| --- | --- |
| NAME | POSSIBLE ROLE(S) |
|  |  |
|  |  |
|  |  |
|  |  |

Role Definition Chart (round 2) (p.10)

|  |  |  |
| --- | --- | --- |
| ROLE  | GIFTS/SKILLS | POSSIBLE PERSON(s) |
|  |  |  |
|  |  |  |
|  |  |  |

What are the role expectations required for each person? (p.11)

**FIRST BAPTIST CHURCH**

**JOB DESCRIPTION (sample)**

**YOUTH TEAM MEMBER**

**PURPOSE**

The mandate of FBC’s youth ministry is to reach, train and develop young leaders in youth ministry within the community of First Baptist Church. The purpose of the Team Member is to assist in this mandate.

**SCOPE**

The incumbent will receive work assignments from and report to the Youth Director. The individual will be an integral part of the youth team and will relate to other staff as required. This is a volunteer position requiring an average of five hours per week (minimum two hours and maximum ten hours per week).

**JOB FUNCTIONS**

Responsibilities

1. lead and supervise in weekly youth meetings and special events
2. develop relations with youth
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 visitations to active, inactive and prospective young people individually and (if possible) with their families
5. strongly recommended to attend workshops and personal growth conferences to stay informed on new and effective ways to implement youth ministry
6. assist in develop philosophy of ministry adaptable to FBC’s context and in line with FBC’s vision

# **Accountability**

1. Youth Director will supervise the work of the Team Member
2. will meet monthly with Youth Director to debrief on past events and reflections
3. if the Team Member feels mistreated by any church member or committee in the church, he/she may discuss any grievances confidentially with the Youth Director, Senior Pastor or the Deacons Board
4. Youth Director and Team Member may dissolve this agreement by giving 30 days written notice

**QUALIFICATIONS**

1. deep commitment to Jesus Christ with a definite calling to ministering with young people and their families
2. basic level administrative and professional
3. good interpersonal, relational skills
4. genuine love for people
5. significant depth of Christian maturity, empathy and good judgement and strength in interpersonal skills
6. candidate required to assent to Covenant and Statement of Faith of FBC
7. valid CPR and/or First Aid training
8. successful screening of child protection policy

SAMPLE REFERENCE CHECK QUESTIONS

* Describe your relationship with <name>.
* List 3 key strengths s/he possess or instills?
* Identify 2 areas of weaknesses s/he struggles with?
* From your own personal interactions, tell me about a situation (or incident) where you saw him/her excel?
* Again, from your own personal interactions, tell me about a situation (or incident) where s/he struggled? How did s/he handle it?
* How do you believe this role would benefit his/her ministry development?
* If you were to summarize him/her in 1-2 sentences, what would it be?

Note: Allow these questions to be discussion starters. If needed, ask the reference to elaborate if you feel their answer doesn’t provide enough information for you.

SAMPLE INTERVIEW QUESTIONS

* What are your reasons for wanting this role?
* What are 3 specific strengths?
* What are 2 specific weaknesses?
* Give an example of how you handled a conflict with another person (you do not need to share their name).
* How would you know if you fulfilled the role successfully?
* What is the best way to encourage and support you both as a person and in this role?

Note: Allow these questions to be discussion starters. If needed, ask the reference to elaborate if you feel their answer doesn’t provide enough information for you.