

# Youth and Family Minister Job Description

## 1. General Summary

- a. This is a ministry position to serve the Lord with a passion and sincere love for God in the area of Youth & Family Ministry. This ministry is to promote growth in relationship with the Lord, relationships with one another and outreach to the lost. The purpose is to glorify God in word, worship and daily lives.

## 2. Scope of Responsibility

- a. The Youth & Family Minister will work within the vision and mission of the Lakewood Church of Christ, under the direction of the Elders and Minister and in coordination with other ministry teams (i.e. Y&F committee, volunteer adults, parents and teens). He will be responsible for planning and coordinating youth (6<sup>th</sup>-12<sup>th</sup> grade) activities, functions and events. He is expected to provide leadership and guidance within the youth program. He will coordinate ministry planning and facilitation with ministry leaders, parents and adult volunteers and keep the Elders advised.

## 3. Specific Areas of Responsibility

### a. Pastoral & Outreach

- i. Make time available for individual conferencing with youth.
  1. Such activity may include helping youth with personal problems and decision-making, strengthening their spiritual lives, teaching Biblical truths, and general encouragement.
- ii. Visit children and families:
  1. To get to know current, future, and past members or potential members
  2. To help through life challenges including surgery, death, etc.
  3. To reach out to non-Christian teens.
- iii. Exercise good judgment in balancing confidentiality and the need for parents to know of matters which call for their participation.

### b. Recreation

- i. He is not primarily a recreation director, but fun activities are part of the development of Christian fellowship and character building involved in the ministry.

### c. Education

- i. Teenagers
  1. Take primary responsibility for the content of classes for grades six through twelve and for recruitment of teachers for those levels.
  2. The content of the teen classes will emphasize Bible knowledge, the decision to follow Christ through baptism, and the ability to apply that knowledge and decision to daily life and problem solving.
  3. Regularly schedule, teach, and coordinate youth classes.
  4. Plan and teach special short-term classes that address specific needs of the youth, including leadership training appropriate to both boys and girls.

- d. Special Activities
  - i. Provide opportunities for intergenerational ministry and interaction.
  - ii. Work toward organizing and participating in events such as camps, mission trips, retreats, area wide events, service projects, etc.
  - iii. Assist as needed at the annual Kids Camp, as well as encourage teens to assist and attend.
  - iv. Co-Oversee the Leadership Training for Christ (LTC) with the Children's Ministry Director.
  - v. Christian Universities/Campus Ministries
    - 1. Provide opportunities to experience Christian Universities and Campus Ministries (i.e. college trips, AFC, Longhorns for Christ, etc).
  - vi. Coordinate with parents of graduating seniors to plan a graduation celebration.
- e. Communication
  - i. Keep parents informed and provide periodic information to the rest of the congregation.
  - ii. Report to the elders about ministries under him.
  - iii. Prepare a quarterly calendar of major youth events to give to parents.
  - iv. Assist in maintaining current youth activity information on the church's website.
  - v. Contribute regularly to the congregational newsletter, bulletins, etc.
  - vi. Remember youth's birthdays, baptismal anniversaries and other important events.
- f. Professionalism & Education
  - i. Abide with all church and office policies.
- g. Finance
  - i. Propose a budget including expenses required for all areas of ministry, a minister expense fund, as well as necessary certifications to accomplish his given responsibilities.

#### 4. **Additional Responsibilities**

- a. The Youth Minister is expected to participate in other areas of the congregation's work as would be expected of any member.
- b. The Youth Minister will be available to preach in the absence of the Preaching Minister.