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## **GENERAL**

1. The Youth Pastor is accountable to the Lead Pastor. Meet with the Lead Pastor at least once a month.
2. Attendance is required at all weekend services and at least one midweek service a month.
3. Attend leadership meetings.
4. Agree to keep the Honor Code.
5. Use Ministry Report forms to communicate people's needs with the Pastors.

## **MINISTRY TEAM**

1. Recruit, screen, interview and train Ministry Team members. An application must be kept on file for each youth leader. Give them a handbook and have them sign the Honor Code.
2. Schedule youth leaders to assist in youth services, life groups, events, etc.
3. Provide leadership meetings to communicate with youth leaders as needed.

## **PASTORAL CARE**

1. The Youth Pastor oversees two areas of youth ministry:
  - Junior High Youth Ministry (*Grades 6-8*)
  - Senior High Youth Ministry (*Grades 9-12*)
2. Pastor the youth through visits, calls, emails, etc.

## **YOUTH SERVICES**

1. Have a weekly youth service providing worship, relevant Bible teaching, and fellowship.
2. Develop a youth worship team, utilizing youth as well as Ministry Team members.
3. Teach in a series. Use creativity, graphic design, media, drama, etc.

## **LIFE GROUPS**

1. Have a display for Rally Day.
2. Oversee a weekly Youth Life Groups.

## **EVENTS**

1. Have a large group event at least once every two months.
2. Take a group to a summer camp.

## **FUNDRAISERS**

1. Oversee fundraisers for camp or special events.
2. Keep a spreadsheet updated with individual youth accounts.

## **COMMUNICATION**

1. Communicate with the church to promote youth ministry. Any church announcements should be submitted to the church office 3 weeks in advance.
2. Communicate any salvations, testimonies, etc on a Connection Card.
3. Communicate with parents. Make sure they are getting information on events.
4. Communicate with the youth and volunteer leaders through emails.
5. Communicate events with the community through flyers, invite cards, poster, etc.
6. Maintain distribution lists for mass email announcements.
7. Get a connection card on all visitors from any type of youth event (Life Group, event, church service, etc). Send a welcome postcard to all visitors.

## **ADMINISTRATION**

1. Keep administrative files. Include files on volunteers, event info, resources, etc.
2. Use financial forms to communicate with the Financial Administrator. If you want to spend over your budget, fill out a Purchase Request form.
3. Keep original copies of curriculum on file.

## **OTHER**

Be willing to do anything else that the Lead Pastor asks you to do.