

Youth Minister for Mt. Olive Baptist Church

Job Description

Purpose: The Youth Minister shall have as his functions the following.

1. Organizing and giving leadership to a comprehensive program for school age children & youth.
2. Lead and perform preaching/other services when the Pastor is unavailable.
3. Help coordinate church activities and other duties as directed by the Pastor.
4. The Senior Pastor will supervise the Youth Minister.

Specific Assignments

1. The Youth Minister should be well established in the Baptist Doctrine, principles, and practices.
2. The Youth Minister shall maintain a good attitude toward all regulations and guidelines of the Church, realizing that he is responsible for the equipment that he uses as well as the safety of all participants attending each scheduled function.
3. Work closely with Youth Department, Youth, and Children's Ministry teams.
4. Prepare a calendar of activities for Grades 1-6 and 7-12 and discuss with the Senior Pastor. Once approved these plans will be shared with the Youth and Children's Ministry teams as all will be familiar with the program.
5. Hold at least one monthly Youth/Children's Ministry team meeting.
6. Plan and hold Youth fellowships
7. Work & plan weekly Bible studies and related subjects for the Youth Department and Children's Ministry.
8. Coordinate youth outreach, such as, lead the youth and workers to visit, contact, and minister to youth in the area.
9. Work with Youth leaders, summer camps & retreats to coordinate these activities.
10. Attend two weeks of children/youth camp or retreat. His camp expenses will be paid by the church.
11. Serve as coordinator in a day camping program which will include children below the High School age level and utilize the more mature High School youth as leaders whenever possible.
12. The Youth Minister will be responsible to keep expenditures for the Youth Program & Children's Ministry within the budget allocation. Expenditures beyond the budget amount must be approved by the Finance Committee and Youth leaders.
13. The Youth Minister and at least one Youth leader are to be present at all outings, lock-ins, etc. An adequate number of leaders will assist in all youth & children activities.
14. The Youth Minister will assist the Senior Adult Counselors with activities when needed.
15. Coordinate with the Bus Committee Chairman for the use of the bus, and be a responsible driver of the bus or other vehicles used to transport church members or

participants on trips. The Youth Minister will be reimbursed for the cost of the CDL license and any fees associated with the same.

16. Coordinate one mission trip per year.

17. Coordinate with the Out-reach programs, children's ministry, youth ministries, etc.

Living Quarters

Shall be supplied by the Youth Minister

Absence

If the Youth Minister is to be gone overnight, he will notify the Chairman of Deacons and the Senior Pastor where he can be reached. The Church office should be notified if possible.

Benefits

1. The Youth Minister shall be entitled to (2) days off per week; Saturday and one (1) selected day. The Youth Leaders will take care of the youth activities in the absence of the Youth Minister.
2. One Day may also be taken on New Year's Day, Easter Monday, Memorial Day, July 4th, Labor Day, Thanksgiving, and Christmas Day. Should his day off fall on a paid holiday, he may take the following work day.
3. Paid Vacation – 1 week vacation, including one (1) Sunday with pay the first year, 2 weeks for years 2-8, 3 weeks after 8 years of service at Mt. Olive.
4. The Youth Minister may have one (1) week for work revival with full pay in addition to vacation & days off. The Youth Leaders will take care of the youth activities in the absence of the Youth Minister.
5. Salary and benefits shall be set by the Personnel Committee. Salary shall be based on the qualifications of applicant and reviewed annually for appropriation of appropriate merit on increases. Salary includes insurance, Social Security and Retirement.

Termination Notice

Thirty (30) days' notice of his resignation shall be given unless, if by mutual agreement between the Youth Minister and the church.

Revised, November 2019