Position Description for Youth Leader
at New Life Church

Purpose

The purpose of this position description is to define the qualifications, responsibilities and expectations of the Youth Leader at New Life Church. This document should be updated on a periodic basis to keep it aligned with the mission, vision, values and goals of the church. The church’s Pastor is responsible for maintaining this document and for requesting input from the church leadership, youth and their parents.

Qualifications

The Youth Leader must:

- Be a born-again Christian who agrees to participate as an active member of New Life Church.

- Demonstrate leadership in generous giving by regularly contributing their tithes and offerings to support the work of God through the ministry of the Church, beginning at New Life.

- Have a passion for working with teenagers in a Christian environment, and feel led by God’s calling to serve in this area.

- Be able to effectively ‘connect’ with the youth on an interpersonal level.

- Be able to effectively communicate with parents.

- Be willing to accept constructive input and support from the youth and parents.

- Have prior experience, professional training and/or education in youth ministries.

- Be willing to attend training classes or seminars that may better equip the Youth Director for service.

- Be a role model for the youth, leading a life consistent with that of a disciple of Christ.

- Have a desire and ability to lead the youth in praise and worship music, either personally or through other resources.

A 30 day ‘mutual evaluation’ period is required of a new Youth Leader. This period provides the Youth Leader with an opportunity to get to know the youth and other church leaders, and vice versa. After 30 days, a decision on whether or not to progress into a longer term commitment will be made jointly by the church and the Youth Leader. The objective of the mutual evaluation period is to allow all parties to move forward with no regrets if things do not work out as desired.
Responsibilities

The Youth Leader is responsible for:

- Oversee and equip a team of volunteer youth leaders to ensure that the overall mission of youth ministry at New Life Church is carried out.

- Meet regularly with volunteer youth leaders.

- Helping the youth to develop and enhance their personal relationships with Christ and with each other.

- Leading the youth to develop a Christian world view and to recognize the influence that secular culture has on their lives.

- Integrating the youth into the broader life of the church.

- Equipping and leading the youth to reach out to other youth who are unchurched.

- Being a role model for the youth by demonstrating a Christ-like attitude in all circumstances, to the best of one’s ability.

- Leading the Crossfire ministry (youth group) for youth ages middle school and high school and overseeing Table Fellowships (Sunday morning small groups) for youth ages middle school and high school.

- Preparing objectives, goals, strategies and measurements for the youth program, and to get them approved by the Pastor.

- Planning and coordinating special events, service projects, fund raisers and other activities for Crossfire throughout the year. The Youth Leader is encouraged to recruit additional help for these activities as needed.

- Being attentive to the special needs and concerns of teenagers and structuring programs to address those issues in a Christian context.

- Developing leadership skills within the youth by enabling them to plan and conduct some of their own activities, as appropriate.

- Preparing in advance for all meetings and activities.

- Researching resource materials to select and/or develop curriculum, object lessons and activities for Crossfire.

- Participating in the local network of youth group leaders from other churches to receive encouragement, gain exposure to other teaching ideas, provide support to others and grow spiritually.

- Keeping a brief log of activities performed by date in association with the job. The
log should include a brief description of Crossfire lesson topics, for future reference to other Youth Directors.

- Reporting monthly to the Pastor, including a summary of activities from the previous month, upcoming plans for future months and any issues that need to be resolved.

- Ensuring that someone, which may be one of the youth, prepares an article on Crossfire once a month for the church newsletter.

- Participating in an annual performance/ personal development review with the Pastor.

- Ensuring that the youth ministry at New Life Church is conducted in a manner consistent with the mission, vision, values and goals that are defined for NLC.

- Developing and maintaining a position of authority and respect while working with the youth.

- Being an active member of the Ministry Team, participating in monthly meetings, and working together with the Ministry Team to fully integrate the youth of NLC into the life of the church.

- Agreeing to follow decisions from the church leadership. This includes supporting those decisions in front of the youth.

- Decorating and respectfully caring for the youth meeting facilities.

**Time Commitment**

The amount of time required to perform the Youth Leader responsibilities is estimated to be 80 hours per month. The number of hours will likely range from 10 to 25 per week, depending on the types of activities scheduled. The Youth Leader is responsible for making arrangements for a substitute leader in advance of all planned absences, such as vacation. The church office should be given a two week notice for vacation time and should also be notified as soon as possible if an emergency absence is required.

If the candidate is open to considering and is qualified for an additional part time position in the church, then an opportunity may exist for combining the roles into one full time position.

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