

YOUTH ACTIVITIES ASSISTANT

The youth activities assistant is responsible for providing supervision and assisting the youth activities coordinator as needed during activities that promote fun, fellowship, spiritual development and ministry involvement among teens.

Ministry Area/Department	Youth
Position	Youth activities assistant
Accountable To	Youth activities coordinator
Ministry Target	Teens
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	New, growing Christian
Spiritual Gifts	Pastor/shepherd • Teaching
Talents or Abilities Desired	Enjoys the challenge of working with teens and understands characteristics of teens • Good role model • No criminal record
Best Personality Traits	Dependable-expresser
Passion For	Providing leadership support and making a positive difference in the lives of teens
Length of Service Commitment	One year minimum

ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** four hours a month
2. **Participating in meetings/training:** one hour a month

RESPONSIBILITIES/DUTIES

1. Participate in and assist with supervising activities for teens—from one to four times a month, depending on number of volunteers. Types of activities include:
 - a. Our activities—fun and fellowship for teens who are regularly involved in our youth program;
 - b. Outreach activities—fun activities for reaching out to unsaved or unchurched teens, building relationships and presenting the gospel;
 - c. Others activities—ministry opportunities for teens to use their spiritual gifts and talents in Christian service.
2. Be familiar with the youth activities calendar.

3. Meet with youth activities coordinator once a month to review the upcoming month's activities and receive training as necessary.
4. Distribute and receive activities permission slips when needed and give them to the youth activities coordinator.
5. Provide encouragement and positive reinforcement to teens.
6. Pray for the teens and activity success prior to each activity.

YOUTH ACTIVITIES COORDINATOR

The youth activities coordinator is responsible for planning, coordinating and overseeing activities for teens to promote fun, fellowship, spiritual development and ministry involvement.

Ministry Area/Department	Youth
Position	Youth activities coordinator
Accountable To	Youth pastor
Ministry Target	Teens
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	Stable, mature Christian
Spiritual Gifts	Pastor/shepherd • Administration • Teaching
Talents or Abilities Desired	Good planning and organizational skills • Good role model • No criminal record
Best Personality Traits	Leader-analyst • Dependable
Passion For	Organizing activities and promoting a sense of unity and fellowship among teens
Length of Service Commitment	Two years minimum

ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** four to eight hours a month
2. **Participating in meetings/training:** one hour a month

RESPONSIBILITIES/DUTIES

1. Plan special weekly activities for teens. Vary the types of activities from:
 - a. Our activities—fun and fellowship for teens who are regularly involved in our youth program;
 - b. Outreach activities—fun activities for reaching out to unsaved or unchurched teens, building relationships and presenting the gospel;
 - c. Others activities—ministry opportunities for teens to use their spiritual gifts and talents in Christian service.
2. Maintain contact with youth missions coordinator to plan missions activities.
3. Develop and maintain a youth activities calendar. Every youth leader and teen and the administrative secretary should receive a copy of each month's activity calendar.

4. Recruit volunteers to become youth activities assistants to help oversee and carry out weekly activities; rotate volunteers to serve every other week, once a month or with specific types of activities.
5. Meet with youth activities assistants once a month to review the upcoming month's activities and provide training as necessary.
6. Develop/provide travel activities permission slips for parents to complete and sign, containing emergency information; keep these on file and take copies with the group when traveling. Check with church's insurance company regarding a proper liability release statement.
7. Pray for guidance and direction and for great spiritual results from the activities.

YOUTH CARE GROUP LEADER

The youth care-group leader is responsible for showing Christian love and concern to a small group of teens through maintaining regular contact and encouragement.

Ministry Area/Department	Youth
Position	Youth care group leader
Accountable To	Youth teacher
Ministry Target	Teens
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	Stable, maturing Christian
Spiritual Gifts	Pastor/shepherd • Mercy-showing • Exhortation
Talents or Abilities Desired	Concern for others • Accessible by telephone • Able to write and mail brief notes and cards • Good role model • No criminal record
Best Personality Traits	Dependable-expresser-analyst • Compassionate
Passion For	Spiritual and physical well-being of fellow Christians
Length of Service Commitment	One year minimum

ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** two hours a week
2. **Participating in meetings/training:** as requested

RESPONSIBILITIES/DUTIES

Responsible for caring for a small group of teens.

- a. Pray for the people in your care group.
- b. Send cards when appropriate: birthday, thinking of you, get well, sympathy, congratulations, etc.
- c. Call periodically to touch base with each person in your care group.
- d. Call to check on anyone who is absent to let them know they were missed and to make sure everything is all right.
- e. With person's permission, pass on any special prayer requests to youth class prayer leader, youth pastor and appropriate youth teacher.
- f. Notify proper minister or authorities if one of your care-group members has an emergency or critical need for assistance.

YOUTH CHAPERONE

The youth chaperone is responsible for supervising teens to ensure safe and orderly activities and trips.

Ministry Area/Department	Youth
Position	Youth chaperone
Accountable To	Youth activities coordinator or youth pastor
Ministry Target	Teens
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	Stable, maturing Christian
Spiritual Gifts	Serving • Exhortation
Talents or Abilities Desired	Able to communicate well with teens and understand their characteristics and challenges • Good role model • No criminal record
Best Personality Traits	Patient • Consistent • Dependable
Passion For	Providing positive influence and direction for teens
Length of Service Commitment	One year minimum

ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** two to four hours a week
2. **Participating in meetings/training:** yearly workshop or upon request

RESPONSIBILITIES/DUTIES

1. Participate in training opportunities yearly, or as presented.
2. Greet teens before activities.
3. Help keep order in the activities.
4. Help supervise teens during trips and special activities.
5. Ensure that rules and policies are followed. Be familiar with them ahead of time.
6. Deal with disciplinary problems in a discreet manner. Call parents if necessary. Inform youth pastor of any problems.
7. Pray for wisdom before every event, activity or trip.

YOUTH CLASS SECRETARY

The youth class secretary is responsible for keeping accurate, up-to-date records; seeing that appropriate forms are completed regarding enrollment changes and visitors; preparing or assisting with class correspondence when needed and welcoming students to the class.

Ministry Area/Department	Youth
Position	Youth class secretary
Accountable To	Youth teacher
Ministry Target	Teens
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	New, growing Christian
Spiritual Gifts	Administration • Serving
Talents or Abilities Desired	Good organizational skills • Attention to detail • Good penmanship • Good role model • No criminal record of child abuse
Best Personality Traits	Dependable • Cheerful
Passion For	Encouraging teens
Length of Service Commitment	One year minimum

ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** two hours a week
2. **Participating in meetings/training:** yearly training workshop.

RESPONSIBILITIES/DUTIES

1. Participate in training opportunities yearly, or as presented.
2. Keep accurate records of member attendance and up-to-date personal information—address, phone, birthday, etc.
3. Welcome visitors, help new members feel accepted and greet all attendees.
4. Prepare name tags for class leaders and for visitors as they arrive.
5. Register visitors in your class by obtaining name, address, phone number and determine whether or not they are a member of another church.
6. Keep records of visitor and prospect information for outreach purposes. Have this information readily available to the youth teacher, youth outreach leader or other concerned staff.
7. Complete weekly attendance form, collect class offerings and turn them in to youth records clerk.

8. Prepare or assist with special correspondence to class members.

YOUTH COUNSELOR/MENTOR

The youth counselor/mentor is responsible for providing emotional and spiritual nurturing to one teen and for being a positive role model and influence in that teen's life.

Ministry Area/Department	Youth
Position	Youth counselor/mentor
Accountable To	Youth pastor
Ministry Target	Teens
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	Stable, maturing Christian
Spiritual Gifts	Pastor/shepherd • Mercy-showing • Exhortation • Teaching
Talents or Abilities Desired	Heartfelt concern for teens • Accessible by telephone • Training or experience in counseling desired, but not required • Student of God's Word • Must understand the maturity levels and characteristics of teens and the challenges they face today • Good role model • No criminal record
Best Personality Traits	Dependable-expresser or expresser-leader
Passion For	Spiritual and physical well-being of teens
Length of Service Commitment	One year minimum

ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** one hour a week (more during times of special need)
2. **Participating in meetings/training:** yearly workshop

RESPONSIBILITIES/DUTIES

1. Provide a good role model for a teen who desires a counselor/mentor.
2. Be available for phone calls from the teen throughout the week. Sharpen your listening skills!
3. Plan times to get together with your teen for ice cream or lunch and a chat or some simple activity to show that you care.
4. Regularly pray for and with your teen.
5. Share life experiences and lessons.
6. When asked for advice, provide it based on biblical principles and wisdom gained from experience.
7. Send cards when appropriate: birthday, get well, sympathy, congratulations, etc.

YOUTH FUND-RAISING COORDINATOR

The youth fund-raising coordinator is responsible for planning, coordinating and overseeing activities to raise funds for youth ministry needs.

Ministry Area/Department	Youth
Position	Youth fund-raising coordinator
Accountable To	Youth pastor
Ministry Target	Teens
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	New, growing Christian
Spiritual Gifts	Giving • Exhortation
Talents or Abilities Desired	Creative thinker • Able to plan and coordinate fund-raising activities • Good role model • No criminal record
Best Personality Traits	Analyst-expresser or leader-analyst
Passion For	Raising funds in support of youth ministry
Length of Service Commitment	One year minimum

ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** four to eight hours a quarter
2. **Participating in meetings/training:** one hour a quarter

RESPONSIBILITIES/DUTIES

1. Research and develop fund-raising activities.
2. Plan and direct quarterly fund-raising activities that include teens' participation.
3. Provide sign-up sheets and recruit teens and teens' relatives when necessary to participate in fund-raising activities.
4. Ensure that sufficient supervision is provided at fund-raising events and activities, using youth chaperones/parents.
5. Oversee collection and handling of funds. Turn in funds to financial secretary for deposit in youth ministry budget; note if for special purpose such as a missions trip or for general budget.

YOUTH GUEST FOLLOW-UP ASSISTANT

The youth guest follow-up assistant will follow-up every teenage guest who visits a youth class or activity. This involves phone calls, visits and cards to make the guests feel welcome and cared for.

Ministry Area/Department	Youth
Position	Youth guest follow-up assistant
Accountable To	Youth outreach director
Ministry Target	Teen guests
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	New, growing Christian
Spiritual Gifts	Mercy-showing • Pastor/shepherd • Evangelism
Talents or Abilities Desired	Accessible by telephone • Means of transportation • Able to write and mail brief notes and cards • Good role model • No criminal record
Best Personality Traits	Dependable-analyst • Friendly • Compassionate
Passion For	Influencing people for Christ and the church
Length of Service Commitment	One year minimum

ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** two to four hours a week
2. **Participating in meetings/training:** minimal, as requested

RESPONSIBILITIES/DUTIES

1. Contact all teenage guests who have attended a youth class or activity.
2. Extend a warm welcome, a hand of fellowship, a note of appreciation or encouragement with the goal of helping the guest feel welcome and influencing him or her to visit again and become committed to Christ and the church.
 - a. Phone within 24 hours of visiting class, service or activity. Ask if all right to schedule a brief visit.
 - b. Visit guests within a week after request or approval. Plan to keep the visit brief, unless the guest asks you to stay longer. Always have someone else visit with you—perhaps someone with the gift of evangelism. *Do not go alone.* Plan to tell about the church and youth ministry and upcoming activities. Be prepared to pray for special requests from the guest and to provide spiritual direction if the opportunity arises.

- c. Send a card saying “appreciated your visit with us and welcome you to join us again” or “enjoyed visiting with you and hope you’ll be able to join us.”

YOUTH MISSIONS COORDINATOR

The youth missions coordinator is responsible for locating credible missions opportunities and coordinating youth efforts to become involved in missions ministry. He or she will also keep abreast of churchwide missions projects and will promote those projects within the youth ministry as well.

Ministry Area/Department	Youth
Position	Youth missions coordinator
Accountable To	Youth pastor
Ministry Target	Teens
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	Stable, maturing Christian
Spiritual Gifts	Exhortation • Serving • Mercy-showing • Giving
Talents or Abilities Desired	Able to research missions opportunities • Discernment • Good role model • No criminal record
Best Personality Traits	Analyst-dependable • Compassionate • Dedicated
Passion For	Helping the spiritually and physically needy
Length of Service Commitment	One year minimum

ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** one hour a week
2. **Participating in meetings/training:** one hour a quarter

RESPONSIBILITIES/DUTIES

1. Participate in training opportunities.
2. Become informed about ministry needs within congregation, denomination, community and the world that present a missions opportunity for the youth ministry.
3. Do your best to confirm the credibility of the missions need or project.
4. Inform youth classes of missions opportunities and coordinate missions efforts.
5. Pray for missions opportunities to open and for God's blessing on the missions efforts in which you become involved.
6. When appropriate, initiate follow-up contacts with church or community members served through your missions efforts.
7. Coordinate special missions activities with the youth activities coordinator.

8. Educate your youth classes regarding churchwide missions projects and promote the missions theme.

YOUTH OUTREACH LEADER

The youth outreach leader is responsible for contacting and beginning relationships with prospects, visitors and new members of the youth group in order to point them to Christ and assimilate them into the church through Sunday School or other Bible-study groups.

Ministry Area/Department	Youth
Position	Youth outreach leader
Accountable To	Youth pastor
Ministry Target	Teens
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	Stable, maturing Christian
Spiritual Gifts	Exhortation • Evangelism • Administration
Talents or Abilities Desired	Able to communicate well with others • Organized • Good role model • No criminal record
Best Personality Traits	Expresser-leader • Outgoing
Passion For	Influencing teens for Christ and encouraging them to become involved in the local church
Length of Service Commitment	One year minimum

ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** two to four hours a week
2. **Participating in meetings/training:** one hour a month

RESPONSIBILITIES/DUTIES

1. Participate in training opportunities.
2. Coordinate efforts with church outreach director and inform of visitation progress.
3. Work with youth class members to identify, witness to and minister to prospects and enroll new members.
4. Develop a prospects file and keep a record of contacts and results.
5. Pray for prospects, visitors and new members.
6. Initiate follow-up contacts with youth class visitors: phone, write, visit.
7. Contact prospects to inform them of youth class studies and activities, and invite them to participate: phone, write, visit.
8. Be prepared to lead prospects to Christ or to provide a counselor when needed.

9. Welcome visitors and help new members feel accepted; introduce them to others; assimilate them into the life of the church.

YOUTH PASTOR

The youth pastor will direct and oversee the youth ministry; educate, minister to and include teens in the ministry of the church and follow up with teen guests.

Ministry Area/Department	Youth
Position	Youth pastor
Accountable To	Pastor
Ministry Target	Teens
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	Stable, mature Christian
Spiritual Gifts	Pastor/shepherd • Mercy-showing • Administration • Teaching
Talents or Abilities Desired	Education and experience in theology and counseling • Good role model • No criminal record
Best Personality Traits	Expresser-leader • Compassionate • Dependable • Analytical
Passion For	Ministering to and with teens, with a heart for understanding their special needs and a desire to include this valuable group of people in the ministry of the church
Length of Service Commitment	Two years minimum

ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** two to four hours a week
2. **Participating in meetings/training:** one hour a month

RESPONSIBILITIES/DUTIES

1. Give direction to and oversee the youth ministry.
 - a. Identify the needs and interests of teens within the church and community.
 - b. Plan and develop programs for the youth ministry.
 - c. Evaluate existing programs to determine effectiveness.
 - d. Identify and provide ministry opportunities for teens.
2. Meet monthly with youth ministry leaders to pray and to discuss upcoming events, challenges, solutions and praises.
3. Recruit youth workers as needed. Provide training for youth workers as needed. Plan one major training/inspirational workshop a year.

4. Provide counseling and spiritual direction to teens on an individual basis.
5. Participate in outreach ministry to teens who have visited the church: visits, letters, etc.
6. Lead midweek Bible study for teens.
7. Plan at least one yearly youth retreat for the purpose of spiritual edification.
8. Visit teens who are hospitalized.
9. Participate in training opportunities yearly, or as presented.
10. Develop the youth ministry budget and track expenditures throughout the year.
11. Compile a youth directory, have copies made and distribute to teens and youth workers.

YOUTH RECORDS CLERK

The youth records clerk is responsible for accurately calculating weekly attendance and offering totals for the youth department and for delivering offerings and visitor information to the appropriate staff members.

Ministry Area/Department	Youth Sunday School
Position	Youth records clerk
Accountable To	Youth teacher
Ministry Target	Teens • Youth leaders
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	New, growing Christian
Spiritual Gifts	Administration • Serving
Talents or Abilities Desired	Organized • Detail oriented • Good math skills
Best Personality Traits	Dependable-analyst
Passion For	Accuracy • Good stewardship
Length of Service Commitment	One year minimum

ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** one hour a week
2. **Participating in meetings/training:** yearly training workshop

RESPONSIBILITIES/DUTIES

1. Participate in training opportunities yearly, or as presented.
2. Tally class attendance records to obtain weekly attendance figures.
3. Calculate and record total of all classes' tithes and offerings.
4. Deliver all tithes and offerings to treasurer, financial secretary/bookkeeper or appropriate person as set forth in church policy.
5. Assemble visitor forms received from classes and deliver them to the youth outreach director or other designated person.

YOUTH SNACK COORDINATOR

The youth snack coordinator is responsible for planning, organizing and overseeing refreshment preparation and service at special youth events.

Ministry Area/Department	Youth
Position	Youth snack coordinator
Accountable To	Youth activities coordinator
Ministry Target	Teens
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	New, growing Christian
Spiritual Gifts	Pastor/shepherd • Administration • Serving
Talents or Abilities Desired	Accessible by telephone • Good organizational skills
Best Personality Traits	Analyst-expresser • Dependable
Passion For	Hospitality (planning, organizing and overseeing food service)
Length of Service Commitment	One year minimum

ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** two to eight hours a month
2. **Participating in meetings/training:** minimal, as requested

RESPONSIBILITIES/DUTIES

1. Plan refreshments for special activities as needed.
2. Recruit assistants—contact by phone or in person or post a sign-up sheet—to help prepare or provide refreshments and disposable utensils.
3. Oversee refreshment service setup and cleanup.

YOUTH TEACHER

The youth teacher is the shepherd of the class and is responsible for keeping watch over the flock, providing spiritual nurture through biblical instruction, guidance and positive role modeling.

Ministry Area/Department	Youth Sunday School
Position	Youth teacher
Accountable To	Youth pastor
Ministry Target	Teens
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	Stable, maturing Christian
Spiritual Gifts	Shepherding • Teaching • Exhortation
Talents or Abilities Desired	Able to communicate well with teens • Knowledge of God’s Word • Good role model • No criminal record
Best Personality Traits	Dependable • Compassionate
Passion For	Nurturing, teaching and leading teens to Jesus and a Christian lifestyle
Length of Service Commitment	One year minimum

ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** three hours a week
2. **Participating in meetings/training:** one hour a month

RESPONSIBILITIES/DUTIES

1. Participate in teacher meetings and training opportunities.
2. Work with the Sunday School director and youth pastor to choose curriculum for your class.
3. Study and prepare for each weekly lesson. Gather necessary materials: handouts, props, supplies, etc.
4. Pray for class members and visitors.
5. Arrive 15 minutes before class begins to make sure classroom is prepared and to greet students as they arrive.
6. Lead each week’s class and involve teens in studying and learning God’s Word through various teaching methods and activities.
7. Promote spiritual growth and unity among class members.

8. Maintain contact with teens and parents. Keep teens and parents informed of topics/themes being studied, special events, etc. through printed notices, postcards and calls. Call, visit or send cards to students on special occasions or when a student is sick; youth class secretary can assist with these duties.

YOUTH TEACHER ASSISTANT

The youth teacher assistant is the right arm of the youth teacher. The assistant must be prepared to fill in for the teacher when necessary and assist with keeping watch over the flock and coordinating class functions. The assistant is expected to teach, reach and minister to members and prospects under the direction of the teacher.

Ministry Area/Department	Youth Sunday School
Position	Youth teacher assistant
Accountable To	Youth pastor
Ministry Target	Teens
Position Is	Volunteer
Position May Be Filled By	Church member
Minimum Maturity Level	Stable, maturing Christian
Spiritual Gifts	Shepherding • Serving • Exhortation
Talents or Abilities Desired	Able to communicate well with teens • Able to allow someone else to lead, but willing to take the lead when necessary • Knowledge of God's Word • Good role model • No criminal record
Best Personality Traits	Dependable
Passion For	Discipling teens • Providing support for other leaders
Length of Service Commitment	One year minimum

ANTICIPATED TIME COMMITMENTS

1. **Doing ministry/preparing for ministry:** two hours a week
2. **Participating in meetings/training:** one hour a month

RESPONSIBILITIES/DUTIES

1. Participate in teacher meetings and training opportunities.
2. Study each weekly lesson and be available to lead the class in the youth teacher's absence.
3. Assist youth teacher with preparing materials for class: handouts, props, supplies, etc.
4. Distribute handouts or other instructional material in class.
5. Pray for class members and visitors.
6. Promote spiritual growth and unity among class members.
7. Greet and encourage students.