

**Royal Lane Baptist Church**  
Job Description – Ministerial Staff Positions

Job Title: Minister to Youth

Reports to: Pastor, in absence of Pastor, Personnel

Date Revised: July 2022

**Position Summary**

The Minister of Youth provides spiritual education, guidance, and support to the youth of the church. This individual works in collaboration with the ministerial staff and youth leadership to plan opportunities for the youth to serve the church and participate in the worship service.

**Qualifications and Skills**

- Bachelor's Degree
- Master's Degree in Divinity or pursuing a seminary degree
- Experience working with youth in a local church setting
- Experience coordinating and directing Youth programming
- Knowledge and experience in technology and social media is desirable

**Duties/Responsibilities**

1. Lead Sunday School, and/or supervise the Sunday School teachers for the youth, grades 6-12.
2. Help students develop their Christian faith by finding or creating a curriculum for both Sunday morning and programming for Wednesday evenings.
3. Periodically take part in leading the Sunday morning worship service, and encourage youth to involve themselves in worship leadership, such as ushering, leading prayer, or reading scripture.
4. Plan and execute regular activities with the youth, such as movie nights, after-church lunches, field trips, lock-ins, game nights with the adults and children, etc.
5. Participate in and help plan special holiday events including the youth Christmas party, hiding Easter eggs for the children, Fall Festival, etc.
6. Plan opportunities for youth to be directly involved in missions, social and racial justice, and community ministry activities and events.
7. Help the youth plan and lead worship for "Youth Sunday."
8. Plan and lead the mid-winter retreat, which usually takes place in January.
9. Participate in summer camp planning, and attend youth summer camp.
10. Attend the church mission trip, and supervise the youth workers during that week.
11. Help with Vacation Bible School by supervising the youth as they volunteer during VBS.
12. Attend Program Council and/or Deacon Meetings as needed, or as is important for the Youth Department.

13. Attend required meetings including:
  - a) Staff meeting
  - b) Provide written report for monthly Deacon's and Program Council meetings with Children's Minister
  - c) Committee meetings assigned as staff liaison
  - d) Youth Steering Committee
14. Make hospital and home visits to youth and other church members as needed.
15. Help the Education and the Member Resource Committees select and enlist adult teachers and mentors to serve in youth ministry.
16. Help plan and oversee the annual youth budget.
17. Coordinate with the Scholarship Committee regarding Senior Recognition Sunday.
18. As an employee of RLBC, follow all guidelines in the Child Protection Policy.

### **Supervisory Responsibilities**

Youth Sunday School Teachers  
Volunteers who work with Youth

### **Review**

The Personnel Committee will coordinate an annual review process involving the Pastor, other ministerial staff, and members of the congregation selected by the Personnel Committee.

### **Hours and Compensation**

This is currently a part-time position with \$21,000 compensation per year for 15 hours a week, with comp time off for extra hours required for special events at the discretion of the Pastor.