

## **Energetic Experienced Full-Time Youth Minister Needed**

St John Baptist Church, located in Columbia, MD, is currently seeking a Youth Minister to join our team on a full-time basis. St John Baptist Church is a spirit filled organization and we require an experienced forward thinking Youth Minister that can keep up with our fast moving pace. Our congregation is currently topping out at around 1800 members of which @ 248 fall between the ages of 5 and 18.

**Purpose:** To serve the church by developing, managing, coordinating and administering an effective, comprehensive and expanding ministry to children, pre-teens and teens of the church and community. He or she will also provide leadership to and supervision of volunteer staff involved in this ministry area.

### **Primary Duties and Responsibilities:**

1. Provide direct pastoral care to young people (e.g. visitation and one-on-one and/or family care).
2. Focus on the youth ministry system and determine what systemic changes need to be made.
3. Develop key documents:
  - Create a youth directory, a volunteer staff directory, and a directory of people who have visited your youth ministry during the past two to three years. These directories are to be updated annually.
  - Develop and maintain an annual ministry events calendar.
  - Write job descriptions that clearly outline the scope of volunteer position responsibilities. Conduct annual reviews and revise the job descriptions if necessary.
  - Build a master recruiting list by deciding how many volunteers the ministry needs for the coming year and who the most likely prospects are to call.
  - Create a curriculum template – a game plan of how the ministry’s teachings will be structured for the next two or three years.
  - Craft a mission statement for the ministry.
  - List measurable goals to aim to achieve over three years.
  - Write a statement of values.
  - Develop an organizational chart for the ministry.
4. Bring key stakeholders together from the church and community to cast a fresh vision for the ministry.
5. Make sure things are organized, relevant and effective.
6. Recognize special events by sending out cards to individual young people to mark their birthdays, graduations and the like.
7. Create a special newsletter dedicated to our youth ministry with special news on upcoming events, special recognitions, relevant articles, puzzles, etc. Make sure the newsletter gets distributed throughout the church.
8. Present the Word of God to our youth in a manner that they can relate to. (Tell them how they can apply Christian principles to their everyday lives and show them how they can make a difference in the world.)
9. Lead, plan and develop through a team a creative program for children, youth, pre-teens and teens.
10. Lead, plan, develop, oversee, and coordinate, through a team, activities for children, youth and teens in the church and community to promote fun, fellowship, spiritual development and ministry involvement.

11. Supervise the youth ministry program including:
  - Worship (children's church)
  - Education
  - Spiritual development
  - Evangelism
  - Missions
  - Fellowship
  - Affirmation of youth
  - Support of families of youth
12. Work with volunteer youth leaders as a team in developing annual youth activities.
13. Work with volunteer youth leaders and staff in preparing the annual budget for the Youth Ministry Area.
14. Oversee the planning, coordination and evaluation of all youth programs and special services/event.
15. Recruit, train, motivate and equip key people to work as volunteer leaders in the youth ministry leadership team.
16. Coordinate fund-raising activities that support Children and Youth activities and trips.
17. Review and select curriculum materials and educational tools for the youth ministries program.
18. Supervise volunteer staff for the youth ministry leadership team to ensure program coordination.
19. Provide regular and accurate reports to the Senior Pastor about the status of the youth ministry, recent highlights, and identifying any issues to be overcome.
20. Preach on a few occasions, primarily as the service relates to the youth ministry.
21. Encourage children and youth to participate in all facets of the life of the church, including worship, choirs, educational opportunities, mission trips, community service projects, etc.
22. Be familiar with and operate within the guidelines set forth in the SJBC Personnel Policy handbook.
23. Develop and coordinate programs for neighborhood children, youth and teens.
24. Develop and implement comprehensive summer activities for children, youth and teens.
25. Develop and coordinate parenting classes.
26. Plan and coordinate a well-rounded program of teaching, music and recreation for the children, youth and teens of our church and community.
27. Communicate program plans with parents through regular correspondence and/or parent groups.
28. Establish regular fellowship groups for nurture and discipling.
29. Implement service and mission projects for youth to grow in service to the Lord.
30. Meet regularly with lay leadership for team building and planning purposes.
31. Plan and coordinate exciting weekly children's church services.
32. Develop, maintain and utilize a youth membership database to instantly pull up your youths' addresses, parent names, birthdays, grade levels, and school names.
33. Utilize social media to recruit children and youth to participate in youth activities.
34. Build youth ministry alliances – Share resources and do events with other churches.
35. Oversee the care of equipment related to youth ministry. Purchase supplies, materials and equipment as authorized.
36. Coordinate youth activities with the church master program and facilities calendar.
37. Develop and implement programs to effectively transition youth from one grade level to the next.
38. Provide support to youth and parents who need guidance.

39. Administer the work of the Youth Ministry Area by encouraging teamwork and mutual support and providing leadership and nurture to youth leaders who work in this ministry area.
40. Establish ministry area goals and objectives, execute strategic plan action steps (and develop if necessary), prioritize related programs and evaluate progress regularly.
41. Coordinate with the operations manager the use of the church for youth activities.
42. Work with appropriate staff, ministry leaders in carrying out the youth ministry of the church.
43. Attend staff meetings.
44. Represent the church by serving on appropriate committees of the denomination and organizations in the community.
45. Cooperate with the pastors by performing any other duties when asked to do so.

### **Requirements**

**Background Check:** Successfully pass personal background check.

**Spirituality:** A growing and vibrant relationship with Jesus Christ

**Education Level:** Bachelor's Degree in Bible, Ministry or a major supportive of the ministry from an accredited institution.

**Availability:** Ability to work flexible, full-time schedule to include days, evenings, weekends and holidays.

### **Personal Attributes of Youth Minister:**

- Evangelistic.
- Servant heart.
- Outgoing with excellent interpersonal skills.
- Strong organizational and planning skills.
- Self-motivated, self-disciplined, strong-work ethic.
- Ability to mentor children, youth and teens dealing with current issues and struggles.
- Willing to accept guidance in areas of leadership, working with youth and managing the overall ministry.
- Solicit and encourage parental support and feedback.
- Advise and proactively assist children, youth and teens on how to deal with current negative social trends.

### **Relevant Work Experience:**

1. Prefer 2-5 years' experience working in Youth Education/Ministry in a medium to large size church.
2. Proven ability to communicate effectively with both young people and senior church leadership.
3. Ability to develop and implement vision, strategy and programs for young people.
4. Good written and verbal skills, able to articulate and represent the church internally and externally.
5. Proficiency in technology tools and social media in order to connect to young people.
6. Demonstrated ability to relate well and work well with other pastoral staff and leadership.
7. Demonstrated commitment to honoring leadership (Hebrews 13:17, 1 Thessalonians 5:12-13).
8. Be in agreement and compliance with the Baptist articles of faith and be able to heartily support the doctrinal statement of St John Baptist Church.
9. Successfully developed and implemented systems, policies and standard operating procedures.
10. Ability to be a dynamic teacher to children, youth and teens (able to teach the Word of God and how to apply its truths to real life situations).
11. Experience with coordinating events, retreats and mission trips (local and international).

12. Understanding and desire for a Discipleship Based Youth Ministry (not simply entertainment or babysitting).
13. Understanding and desire for a Family Based Youth Ministry.
14. Understanding and desire for a Team Approach to Youth Ministry (not individual).
15. Be familiar with youth culture. Keeping current with the trends and issues important to children and teens and be able to counsel youth in a language that they understand and respect.
16. Leading by example.
17. An inspired desire to facilitate Youth in worship, and a creative approach to ministry.

**Compensation:** \$48,500 to \$55,000; Salary will be determined by level of education and ministry experience.

**Benefits:** Health Insurance Contribution, Paid Life Insurance, Paid Sick and Vacation Leave, SEP Retirement Plan

**Denomination:** Progressive National Baptist Convention Inc. & American Baptist USA Inc.

**Church Size:** 1,800+ members

Qualified candidates should submit their resumes as soon as possible to [hrdept@stjohnbaptistchurch.org](mailto:hrdept@stjohnbaptistchurch.org). Only those candidates meeting the requirements in the position description and having the experience required will be contacted for an interview. No phone calls please.