

Appendix C (Job Descriptions)

Berean Baptist Church

Title:	Document No:	Document Type: Job Description
Document Owner Approval Signature/Date	Deacons Approval Date:	Revision No.: 3.0

1. **Purpose: Pastor of Youth:** To provide spiritual leadership to our Jr. High, Sr. High and College age attendees by leading the effort to provide Christian teaching and real life opportunities with the intent of “growing fully devoted believers” and “equipping them” to serve the Lord in all walks of life.

2. **Accountability:** The Pastor of Youth will report directly to the Lead Pastor and work within the Ministry Team to lead the youth program into full partnership with Berean’s mission of equipping believers to know God personally, connect with others relationally and serve sacrificially. He will also give general oversight to the overall Christian Education Ministry of Berean, working with the Sunday School Superintendent to give guidance to the scope and sequence of the CE program. He will lead the CE Committee.

3. **Qualifications:**
 - 3.1. **Minimum Education and/or Experience Requirements:** BA in Ministry or Bible, and at least 3 years of church work experience including at least 2 years of youth leadership in a church with an active youth, where at least one mission trip has been accomplished under the leadership of the candidate.

 - 3.2. **Individual Contributor Competencies:** Sound doctrinal knowledge and discernment. Good leadership & administrative skills. Good team player. Good listener and counselor, with an ability to interact easily with students one on one and with parents in family guidance sessions.

 - 3.3. **Leadership Competencies:** Demonstrate the ability to
 - build strong, self motivated teams of church members and teen parents for the Teen Ministry who will work closely with the Youth Pastor and future Youth Ministry Interns.
 - mentor and lead the volunteers, holding them and himself accountable for outcomes.
 - involve parents in the youth ministry and to encourage families in their ministry together.
 - develop training and methods that yield high caliber teaching and well-run, organized activities.
 - set timetables in place to complete whole track of Berean’s CE curriculum cycle of discipleship training that has been designed to help the youth of our church realize their maximum potential as fully devoted followers of Christ.

 - 3.4. **Specialized Knowledge:** Bible knowledge; Doctrinal knowledge; Youth activity experience; and mission trip experience. Knowledge and experience in setting curricula scope and sequence. Skilled in computer usage for presentations, calendar management, and program scheduling.

4. **Responsibilities:**

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- 4.1. **Essential Functions:** This role will oversee and direct all functions under the Youth program umbrella (6th-12th grades and college ministry). The scope includes all Sunday School activities for the Youth as well as all Wednesday night Youth programs and any other Youth activities such as Snow Camp and the Missions Trip.

This role will also give general oversight to the overall Christian Education Ministry of Berean and will lead the CE Committee.

- 4.2. **Critical Outputs:** Examine and approve materials used in the curriculum of the Youth Sunday School and Wednesday night Youth programs and give general oversight to the materials used in the overall CE program. Oversee the deployment of the Safe Haven Policy throughout the CE program. Identify and recruit leadership for all the Youth programs. Plan and participate in worship services with youth involvement. Lead the Youth to participate in Action Day Camp. Lead the Youth to make Missions Trips bi-annually. Lead the C.E. Committee to examine the effectiveness of all the major Youth programs/subsystems each year.

5. **Dimensions:** Working in conjunction with the Youth & C.E. Committee, submits annual budgets for all Youth Activities. Approves all major expenses for materials and resources expended by the Youth Programs. Participates in the monthly Deacon Meetings to review status of programs and expenditures.

6. **Additional Information:** This position will be called upon to fill the pulpit from time to time and will be a fully engaged member of the Pastoral Team with a portion of the responsibility to do hospital visitation, etc. This position will be the pastor tasked with helping Berean understand and minister to the Y Generation.

7. **Revision Summary:**

Version Number	List of Major Changes
3.0	Create a new job description.