

Part time (10 hr/week) Youth Ministry Position Job Description – DRAFT

Two top priorities – both focus on Relationship Building (4 hours/week);

- 1) Weekly church and coffee hour attendance (2 hours) – sometimes involved in liturgical worship leadership but not preaching or simply getting youth to do things in the service. My experience is that far too often the part-time staff person never gets to know the worshipping community or members of the church but somehow we expect them to involve the youth in this community and recruit adult leaders from it. These 2 hours is about presence with the whole church and building an opportunity of availability to connect and listen. This also means that the staff person is not “doing program” during worship with youth.
- 2) Technology relationship building & connections with youth and parents through facebook, myspace, text messaging (2 hours/week - likely divided over 3-4 days). This is where youth seem to be at and accessible. The staff person gets to know when it's someone's birthday, what's happening with school/sports – all kinds of info that is put out there in that tech world. A simple text message 1x/week to all youth to say “hey – hope your week is going swell!” would be perhaps a reasonable expectation. I think the saying “they don't care how much you know until they know how much you care” can be seen in this priority. This priority puts ministry happening outside of “program” time.

Secondary Focus – Administrative function (2 hours/week);

- 1) Weekly church meeting with pastor or immediate supervisor (probably 2/month), Youth/CE board (probably 1x/month), other adult youth or children leaders (1x/month) – MAX 1 hour. (This time is where I see lots of abuse with either no relationship or accountability with the supervisor until things go bad or way too many meetings that suck the life out of the staff person.)
- 2) Email/website/church bulletin & newsletter stuff – MAX 1 hour/week. This counts time used for administrative chores like a time sheet, which if you require one count on that taking 20 minutes of this hour to remember all that internet time and ask yourself if that's worth a timesheet?, sending fliers/emails to parents & youth, and building database of youth & parents. This is administrative time and not to be confused with “Technology relationship building and connections”. (Again this is a place that the life is sucked out of these part-time folks in getting word out about what is happening with youth or in the events)

The other 4 hours...

- 1) Program Time: Did you know that one overnigher is 12+ hours at least? Plan program time to be sparse and intentional - perhaps no more than 1 gathering / month that is either social or community service and easy to plan, examples; pizza & a movie at someone's house or a Superbowl Party or serving a meal for the hungry. (3 hours including transportation, set up/clean-up and waiting for parents to pick up their youth)
- 2) One time per month do a bible study or meet after Sunday coffee hour for lunch and discussion on the sermon. Have this time planned out well and make sure preparation goes into it with other adult leaders helping who are from the church (3+ hours which includes prep time).
- 3) Retreats or overnighers that are done 2x/year. This is where you might want to use the events done by the conference or other activities like “Night on the Street” to plan the program. There

is not likely time to plan your own intense program as a part-time staff person, plus wider church opportunities can be a good way of networking. (20+ hours/event)

- 4) Fund-raising – this can be a huge amount of time actually costing more in staff salary than funds raised. Perhaps best to figure out a budget before the program year starts and include it in the annual church budget and/or have one fundraiser and say how much you need to raise and publicize that amount - then recruit parents to do the fundraiser. If it's a mission/service trip that needs money – invite your mission/outreach board involvement in helping to raise the money, after all, the youth are part of the church and her outreach. (0 hours/month)
- 5) Professional development – read a youth ministry book, attend the conference youth leader gatherings, do lunch with a youth ministry colleague or conference staff - plan to nurture your understanding of the field and connect with others. (2 hours/month)
- 6) Plan to use comp time during the weeks that a program or event are not offered from the weeks where more than 10 hours were worked.
- 7) Summer Mission/Service Trip (1 week) – if this is part of the job then consider this somewhere around 90 hours of work that is compensated with either 8 weeks off before and after the trip or paid at the number of hours agreed upon immediately after the trip.

Here is the primary assumption with this job description – relationships and technology are the priority above program.

Compensation (suggestion of course):

- Hourly rate depends on location but somewhere between \$15-25/hour
- Use of an up-to-date laptop with wireless allowance (\$20/month or so)
- Monthly phone allowance for all those text messages (\$25/month or so)
- Mileage reimbursement @ IRS rate
- Coffee/lunch fund for connecting with parents, youth and colleagues (\$30/month or so)
- Professional development for books/resources, webinars, seminary lay academy (\$300/year)

Qualifications:

- Minimum age of 23
- Technologically literate (can easily navigate email, facebook, texting and Excel)
- Willing to become a member of the church within 3 months of employment
- Understands and can articulate in a positive manner the theological bent of the church as well as their own faith story
- A minimum of a 2 year commitment and preferably longer. (This is very part time and things happen – but how much real relationship building takes place if there are 7 or more leaders for youth during the time they go from 6th-12th grade?)

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