

*Building Sustainable Ministries . . . One Church at a Time*

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### **Ministry Description**

#### **YOUTH DIRECTOR (FULL-TIME)**

The Youth Director helps the youth ministry by overseeing a ministry that seeks to help every 6<sup>th</sup> grade through 12<sup>th</sup> grade student in the church youth directory make steps toward deeper maturity in Christ, by building a youth ministry that fulfills the mission and values.

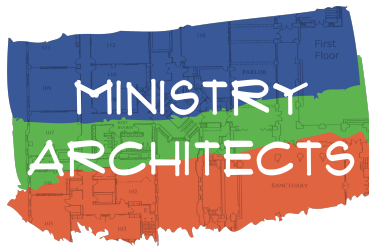
#### **Description and Responsibilities:**

- Result #1** A program that engages a growing number of the Junior High and Senior High students weekly in some program of the church has been established.
- Result #2** Planning and promotion of all major events and weekly programming has taken place in such a way that the targeted number of youth participated.
- Result #3** The Youth Director has known the names of every youth and parent on the rolls.
- Result #4** Inactive youth or parents (at least 5) have been contacted personally by e-mail or phone.
- Result #5** A representative on the youth ministry leadership team has contacted each youth in the youth directory at least quarterly.
- Result #6** A representative of the youth ministry leadership team has made face-to-face contact with every student on the youth directory at least once a year.
- Result #7** The Youth Director has been visible at student events once a week during the school year, and volunteer leaders have been invited to accompany him/her at those visits.
- Result #8** All weekly youth ministry volunteers have been recruited no later than 1 month before they were to begin serving.
- Result #9** All weekly youth ministry volunteers have completed an application and received training before they served in the youth ministry. They have also received ongoing training and support.
- Result #10** The Youth Director has met personally with each weekly youth ministry volunteer at least once a year, and checked in with them at least quarterly.
- Result #11** Event notebooks for each major event have been created and updated.
- Result #12** Control documents have been developed and distributed in a timely fashion (the youth directory, the youth ministry calendar, calendar requests, event and trip registration forms, leaders Directory, first-timer directory).
- Result #13** Compliance documents have been updated, distributed and adhered to by all involved parties (copyright licensing, background checks on volunteers and staff, etc.).

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#### **MINISTRY ARCHITECTS EXISTS TO:**

**DESIGN** sustainable, deep-impact ministries, one church at a time  
**BUILD** the competence, joy, and longevity of ministry professionals  
**CONSTRUCT** bridges to the best ministry resources available today



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- Result #14** One-year benchmarks determined by the youth ministry leadership have been met.
- Result #15** Communication with parents has taken place, both written & in person, leaving the avenues of communication open for concerns and suggestions of parents to be brought to the table.
- Result #16** Youth who do not typically attend worship have been sought out and invited to sit with the Youth Director during the services.
- Result #17** The church staff, particularly the Senior Pastor, have been communicated with in such a way that they were informed and enthusiastically supportive of the priorities and programs of the youth ministry.
- Result #18** Along with the Director of Christian Education, an energetic, engaging, and creative Sunday School program for 6<sup>th</sup> – 12<sup>th</sup> graders has been built and implemented.
- Result #19** Exceptional and personal follow up to all first-time visitors has happened within a week of their visit.
- Result #20** Problems in the youth ministry have been trouble-shooted in a way that honors the concerns of those who brought them, and offered timely, creative solutions to problems in the youth ministry.
- Result #21** The “in-between the cracks” needs of the youth ministry have been handled in a professional and timely manner, including
- Bulletin boards, photography, attendance
  - Newsletters, bulletin and church school announcements
  - Forms and registration
- Result #22** Bible studies have been taught and led in such a way that a volunteer has always shared the responsibility for that part of the ministry
- Result #23** The Youth Director has been informed or sought out any special victories, concerns or challenges, hospitalizations being faced by the youth and his or her family and, as often as reasonable, passed that information on to the youth leaders for personal follow up.
- Result #24** An annual youth ministry budget has been created, submitted and adhered to.

**Team Composition (number):** 1

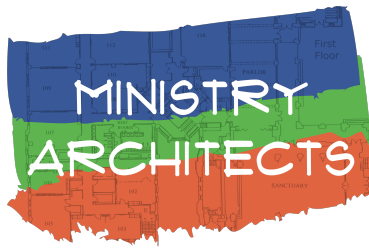
**Time Commitment:** 40 hours

**Special Talents, Skills Preferred:** Recruitment, leadership, equipping, delegating, organization, administration, relates well with teens and their families

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***Resources and Training Provided:*** Ongoing continuing education opportunities and the annual safe sanctuaries training.

Written/Revised DATE

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