

Book Poplar Springs Baptist Church Policy Manual

Section 3000 Personnel Policies

Title Minister of Youth and Children Job Description

Number 3420

Authority Article V Section 1 of the Church By-Laws
Personnel Committee Handbook

Adopted Personnel Committee Handbook adopted September 14, 2014

1. It is the policy of Poplar Springs Baptist Church that the Minister of Youth and Children have the following education and required training:
 - A. Graduate level coursework in religious studies or similar experience in a church setting.
 - B. Previous related experience teaching Bible studies and working with youth or children preferred.
 - C. It is preferred that the Minister of Youth and Children have proven experience in a comparable position.
2. The Minister of Youth and Children reports to the pastor.
3. The Minister of Youth and Children shall have routine communications with the children and youth of the church.
4. The Minister of Youth and Children shall have weekly communication with the pastor and other church staff members at the Weekly Staff Planned Meeting.
5. The Minister of Youth and Children shall have the following specific job duties and responsibilities:
 - A. Coordinate and schedule meetings with the Children's council and the Youth council to set goals and plan activities for the year.
 - B. Set priorities for the children and youth's ministries in the areas of Fellowship, Worship, Evangelism, Discipleship, and Ministry.
 - C. Maintain a calendar of events for the children and youth ministries, ensuring appropriate activities are planned for the year which capture the children and youth's interests and attention while maintaining a Christian focus.
 - D. Seek to lead the children and the youth into a deeper relationship with Jesus Christ.

- E. Coordinate, plan, and participate in the activities and mission projects of the children and youth.
- F. Promote and expect the active participation and involvement of parents in the children's and youth's ministries of the church.
- G. Work with the ministerial staff in planning the worship services of the church.
- H. Coordinate and lead the worship services on Wednesday night, with assistance from parents, and other church members as is desired. Lead devotion time on Sunday night before youth choir.
- I. Be in charge of Children's Church, again using parents if desired.
- J. Cooperatively perform other responsibilities as the job requires from time to time.
- K. Perform background checks for children and youth volunteers and enforce all other aspects of policy 5100.
- L. Coordinate spiritual retreats devotions.
- M. Coordinate and host youth leadership development training biannually.
- N. Collect, record, and track funds received and balances due for youth accounts.