Job Description
for the position of full-time Youth and Children's Minister
Zion Baptist Church

The candidate will be responsible for planning Wednesday evening Children's programs that typically meet during the school year. The candidate is expected to be available on Wednesdays between the approximate hours of 5:30 and 7:30 PM. He/she is to lead / direct / interact with the children, (ages 3 years old through 6th grade), in some form of structured spiritual and Christian program as deemed appropriate. Our current Wednesday evening program is Orange. The candidate is expected, with the assistance of the Children's Committee, to secure volunteer leaders and teachers, distribute literature to the leaders and classes, and provide overall leadership to this ministry program. The candidate will be responsible for planning Wednesday evening Youth programs that typically meet during the school year. The candidate is expected to be available on Wednesdays between the approximate hours of 5:30 and 7:30 PM. He/she is to lead / direct / interact with the Youth in some form of structured spiritual and Christian program as deemed appropriate.

The candidate will be available during the Sunday School hour, arriving at church between 9:30-9:45 on Sunday mornings, to lead / direct / and interact with the youth and children and to provide guidance and assistance to the Sunday School teachers within the youth and children's age groups as denoted above. He/she will also be available during the Morning Worship Service to interact with and build cohesiveness with the children during the Morning Worship Service. He / she will also participate and provide assistance during the Morning Worship Service as requested by the Pastor. This may include prayers, scripture reading, preaching, and helping to include the youth and children in leading some elements of worship.

At the appropriate time as needed, the candidate will direct and implement a New Believer's Discovery class. This class would help assist children in learning more about becoming a Christian, becoming a church member, and being baptized. The date and time for this class will be determined upon the need of participants and with the discussion of staff and the Children's Committee.

The candidate will be responsible for planning Sunday evening Youth programs and activities that typically meet during the school year. The candidate is expected to be available on Sunday evening between the approximate hours of 5:30 and 7:30 PM. He/she is to lead / direct / interact with the Youth in some form of structured spiritual and Christian program as deemed appropriate. He / she will work with the Youth Committee to plan and coordinate parent meals and volunteers to assist / help with Sunday evening activities.

The candidate will meet with the Pastor and other staff members of the Church to insure cohesiveness with the various activities of the Church as directed by the Pastor.

At intervals of approximately 1-3 months, the candidate will plan, with the assistance of the Children's Committee and staff input, one special outing / event / ministry for the children. These events can include ministry activities such as an Easter themed activity, Fall Festival, Back to School activity, Vacation Bible School, and other season ministry activities as scheduled by the church or Children's Committee. Likewise, at intervals of approximately 1-3 months, the candidate will plan, with the assistance of the youth committee and staff input, one special outing / event / ministry for the Youth. It is understood that these outings may take the place of a Sunday evening regular meeting time.

The candidate will be available for consultation and guidance for the youth and children during times of need or counseling and be a person they can trust and count on for interaction and spiritual friendship.

He / she will call and attend regular meetings with the Youth Committee and Children's Committee, meeting at the minimum once every quarter to plan the missions, ministries, and activities for the Youth and Children. The candidate is not required to attend all church committee meetings, but will provide leadership and council for those who desire his / her insight.

The candidate will send out weekly, or at the minimum monthly, updates via email, social media, or mailings to the parents and children leaders of planned activities. The candidate is also encouraged to lead / teach parents on any topics he / she seems fit such as media use, peer relationships, or preteen challenges.

The candidate is responsible to plan, coordinate, and lead youth trips and children trips, mission projects, and activities over the summer months. He / she will work with the Children's Committee to plan these events and the fund raisers to assist with trip expenses.

The candidate is expected to maintain a record of their appropriate children's budget expenses, turn in money requests and receipts in a timely fashion, and practice good stewardship in our church finances.

The Youth and Children's Minister is directly responsible to the Pastor.

Zion Baptist Church
525 West Zion Church Road
Shelby, NC 28150
704-487-8216
www.zbcshelby.org

Please send resumes to searchteam@zbcshelby.org