

Job Description for: Youth / Young Adult Pastor
Hope Bible Church
April 16, 2022

- 1) Position. Associate Pastor: Youth, Young Adults and Music
- 2) Associate Pastor Responsibilities.
 - a) Continue developing a program of activities for young people of all ages from nursery through High School. This program is to coordinate with the Church and Sunday School. The purpose of our Youth Ministry is to reach young people, lead them to Christ, involve them in Christian service, equip them with God's Word, and incorporate them into the church family.
 - b) Work with the Elder Board and Sunday School to include worship elements and non-Sunday activities that attract and retain younger families and individuals.
 - c) Lead Music in the Worship service and as desired in Youth / Young Adult activities.
 - d) As Youth Pastor, you will oversee and assist with the following existing programs:
 - i) Oversees all aspects of the children's ministry (nursery to 6th grade). This would include, but is not limited to, Sunday School, Wednesday night Awana club, special events, VBS, children's festival etc.
 - ii) Leads and coordinates all ministries for teenagers (grades 7 through 12). This would include Sunday School, Wednesday evening programs, mission trips, camps, retreats, college tours, and special events, etc.
 - iii) Be the main Bible teacher to teenagers on Wednesday nights and Sunday School. Use lay teachers as available.
 - e) Oversee some form of outreach activity, such as Upward basketball (we have a gymnasium with a kitchen and full heating/cooling system, basketball court, and accommodations for a volleyball net).
 - f) Be involved in building relationships with children, teens, families, and adult leaders, and actively developing adult leaders for our children and teen ministries.
 - g) Oversees and manages the youth ministry budget.
 - h) Insure the best possible care and safety of the young people involved in all activities.
 - i) Assist in training and developing those who serve in the youth and children's ministry.
 - j) Communicates to adult leaders and parents regarding youth ministry programs and events.
 - k)
- 3) Working Relationships.
 - a) You will be responsible to the Senior Pastor and will report to him for the coordination of ministry programs, trips, etc. on the church calendar.
 - b) It is to be understood that this agreement may be terminated by either you, the Elder board and the Pastor with approval by the church, by giving 30 days written notice. However, our intent is for this to be a long-term position of growth and opportunity.
 - c) Participate in and support the Visitation Program of the Church as directed.
 - d) Attend and participate in the weekly staff meeting.
 - e) Assist in preaching and the oversight of the overall church ministry and other pastoral duties as requested by the senior pastor.

- f) Will see himself as a team member working with other staff to build this church, edify believers, and reach out to the world.
- g) The above represent the minimum duties and responsibilities of this position. Changes will be at the discretion of the Elder Board, will be discussed with you, and determined by the needs of this ministry.

4) Vacation, Holidays, Personal Sick Leave, Hours, and Conferences.

- a) Vacation for 2022 will be as follows:
 - 1. Vacation days for 2022: 5 days or 1 work week.
 - 2. Year 2 and forward you will receive 10 days or 2 weeks.
 - 3. Vacation time may not be carried over from year to year.
- b) Seven holidays will be given with pay.
- c) Sick leave is under the discretion of the Pastor.
- d) One day per week, set in agreement with the Senior Pastor, will be allowed for personal considerations.

5) Hours:

- a) Since effective ministry cannot be limited to a specific block of time, the Youth Pastor will not be constrained to a schedule, but is expected to give adequate time to accomplish the duties and responsibilities of the position.
- b) Due to the active nature of church life, flexibility in hours worked and time off may sometimes be necessary.
- c) The Senior Pastor will be kept apprised of weekly schedule.
- d) Church office hours are 8:30 a.m. to 3:30 p.m. Tuesday-Friday.

6) Salary and Benefits.

- a) Your gross salary for 2022: 42,000 per year.
- b) Paid on the 1st & 15th of each month, or monthly if you prefer.
- c) The church will pay its portion of tax. If licensed or ordained the church will pay half of the Self-employment tax.
- d) A church matching retirement of 3% of your total salary is available.
- e) Annual salary and other compensation will be determined on an individual basis.
- f) Health insurance is included in gross salary.
- g) \$500 additional will be designated for professional development. This would be for classes or 1 conference and expenses up to \$500 per year.
- h) There is no carryover of benefits from one year to another.

7) Faithful attendance to all services is expected.

Signed: _____ Date: _____

Approved:

Pastor: _____ Date: _____

Elder: _____ Date: _____

Elder: _____ Date: _____

Elder: _____ Date: _____

Elder: _____ Date: _____