



CICERO CHRISTIAN CHURCH

1715 Stringtown Pike / Cicero, Indiana 46034 / 317.984.4653

reachteachserve.org

Job Description YOUTH & FAMILY MINISTER Grades 6-12, post-high school young adults (full time position, salaried)

Purpose

Coordinate ministry to youth through either hands-on or appropriately delegated methods which establish, guide, and nurture a solid ongoing Biblical foundation. This foundation should equip not only the youth, but also their families, in developing the appropriate Christian world view, lifestyle and personal relationship with Christ. The Youth Minister (YM) is a full time ministerial position. The YM is immediately responsible for sixth grade through college age ministry and establishing a corporate and personal discipleship program for these age groups. The Youth Ministry Department reports to the Senior Minister with oversight by the Elders.

Goals

- Lead all involved in the youth program toward an effective team effort through planning, communication, and promotion.
- Take the lead in creating vision goals and objectives for an effective spirit-led youth program in accordance with CCC policy.
- Coordinate the structure, content, staffing and scheduling for all youth ministry programs in cooperation with the Youth Ministry Team.
- Lead regular youth sponsor's meeting to provide vision and support.
- Establish a discipleship program that involves Sunday school, small groups, youth worship services, conferences, and personal discipleship.
- Monitor and stay within the approved budget guidelines for youth ministry.

Benefits

- Two days per week (approved by Senior Minister) can be taken as days off.
- Regular weekly office hours should be established and followed.
- Paid Time Off
 - An annual paid **vacation** of three weeks will be available after six months employment. Vacation is accrued throughout the year starting at hire date. Unused vacation days may be carried over into the following calendar year, are limited to the equivalent of one week, and must be spent in the first six months of the following calendar year or lost.
 - In the event of personal illness or family illness requiring missed work, three **sick days** are paid annually. Those days not used may not be used for another type of absence, nor are they carried forward into another year.
 - Up to the equivalent of one week's work may be used for off-site **conference/training** as approved by the Senior Minister and/or Elders. Those days not used may not be used for another type of absence, nor are they carried forward into another year.

- Up to the equivalent of one week's work may be used for off-site **mission** work as approved by the Senior Minister and/or Elders. Those days not used may not be used for another type of absence, nor are they carried forward into another year.
- No paid health care is provided.
- Support staff is provided.
- Salaried, paid bi-weekly (26 pays per year).

Qualifications

Prefer demonstrated practical experience preceded by or accompanied with pursuit in study, preparation and training in the area of Youth and Family Life. A knowledge and appreciation of the Team Ministry system would be particularly beneficial.

- Ministerial positions work as a team to create, coordinate and apply themed study throughout the church.
- Administrative skills are required as well as good organizational and communication skills.
- Awareness and application of safety standards.
- Attend at least one workshop/training seminar annually following established CCC guidelines.
- Creative and adaptable in people skills and facility usage.
- Ability to train and equip youth sponsors with demonstrated leadership experience.

LEADERSHIP

- Recruit or maintain the leadership staff (not limited to but through usage of digital communication, phone, home visitations, personal contacts, staff consultation, mailers, newsletter, etc.) that support the needs of Youth ministries.
- Must demonstrate ability to work with sponsors when necessary as it relates to youth discipline.
- Strong skills as it relates to giving guidance, direction, and training to all youth staff and discipleship for fruitful ministry.
- Support and administer acts of appreciation to encourage the on-going work of leaders.
- Be available/support/interact especially on Wednesdays and Sundays to trouble-shoot unforeseen problems as they arise (in your ministry area).
- Keep ministry current and on the cutting edge, utilizing appropriate advancements of technique whenever possible.
- Maintain proper ratio of teachers to students.
- Meet with staff on regular basis as called for by the Senior Minister or Elders (to share your ministry vision and needs as it relates to the overall church vision).
- Agree with doctrinal statement of the church and abide by the By-laws and Constitution of Cicero Christian Church (available on our website at www.CiceroChristianChurch.org).
- Ability to regularly evaluate the objectives and effectiveness of youth and family life ministries and implement improvements and changes where necessary.

COMMUNICATION

- Contact all leaders on a weekly basis to remind them of their upcoming service.
- Organize and put into written form, subject to Elder approval, job descriptions for all related ministry areas and leaders.
- Communicate and regularly call on families.
- Submit monthly written report to Elders and ministry staff for the monthly meeting.
- Develop and maintain appropriate forms for communication.
- Recognize and greet attendees in your ministry area. Greet parents and new families to our services.
- Articles and communications for weekly bulletin and regular updates for all-church website.

- Publicize events appropriately, and educate the congregations on sixth through college age opportunities available within the church.
- Strong planning and communication skills with all age groups and church leadership.
- Dynamic preaching to youth on a regular basis in the youth service, and in front of adult congregation in the context of a youth service.
- Throughout the church and community, foster a spirit among the people that appreciates youth and young adults with strong family ties to family life and the ministry. Must be able to effectively promote the youth ministry programs within and outside the church, including our schools and community as commanded in Matthew 28:18-20 as part of an effective youth outreach program.

ADMINISTRATION

- Maintaining and coordination of the ministry rooms to insure its cleanliness, safety, attractiveness and equipment usefulness.
- Attend monthly elder/leadership meetings.
- Attend weekly Sunday morning elder/leadership prayer and study time.
- Ensure all Youth Ministry events function in accordance with all church policies, goals, schedules and unity.
- Ensure that the Youth Ministry focus is consistent with CCC stated mission statement, core beliefs and core practices.
- Track attendees and attendance in ministry areas through church-wide computer database.
- Create accountability structure with ministry staff, office staff, and team ministries for maintaining correct and current “vital statistics” for people in ministry areas.
- Develop and maintain appropriate reporting on ministry and group activities.
- Check availability of facilities and programming dates and incorporate all facility needs and event dates to the main office calendar.
- Develop and monitor a thorough yearly budget for ministry area(s). Accountable and responsible for the fiscal portion of youth ministry. If candidate lacks experience or abilities to soundly perform this duty, they should surround themselves with a network of accountability partners with gifts and strengths in this area who will aid in the preparation, tracking and accountability of budgetary elements of the ministry area.
- Must establish a one to two year strategy and curriculum for discipleship of our youth.
- Manage a Team Ministry Center with assigned team ministries as applicable.
- Coordinate team building, vision casting and promote spiritual growth between all areas of Youth Ministry.

EDUCATION

- (Maintain) a Biblical-based, Elder-approved curriculum while adapting and applying all-church themes.
- Support and equip parents through their ongoing needs of growth by offering regularly scheduled needs-appropriate classes and communication.
- Plan and implement outreach programs to parents and youth.
- Present doctrinal teachings regularly.
- Personal formal educational growth is encouraged per CCC policy guidelines.
- Be aware of and informed in emerging youth and family life ministry methodology.
- Has regularly attended conferences and conventions for personal and ministry enrichment.
- Prefer demonstrated practical experience preceded by or accompanied with pursuit in study, preparation and training in youth ministry and in Family-Based Youth Ministry.
- Demonstrated excellence in teaching and counseling.
- Develop and implement a parent expectation policy related to Youth Ministry.

PERSONAL

- Develop and exhibit an attitude of service as a servant/leader. Be an encourager and cheerleader to ministry team coaches and managers. He is to be a servant of the Lord and a brother to all Christians.
- Participate in non-youth oriented regular intergenerational Home Fellowship.
- Develop and maintain a close personal walk with the Lord.
- Daily private communion with the Lord, in prayer and in the Word.
- Daily walk in the Spirit to avoid fulfilling “lusts of the flesh.”
- Regular church attendance, participating in Team Ministry areas of giftedness.
- Develop and maintain a strong single or married life.
- Keep personal finances in order. Financial pressure will rob you of your effectiveness as an employee and a spouse.
- Maintain a positive attitude about yourself and your ministry.
- Maintain a high level of excellence and work diligently.
- Work cooperatively and cheerfully with the Elders, Ministers, staff, Team Ministry coaches and volunteers.
- Appropriate attire required for office (casual, jeans acceptable) and Sunday morning (business, business casual).
- A committed Christian living in accordance with the word of God, using I Timothy 4:11-16 as a passage of reference.
- Motivated by love for Christ and children.
- Ability to be flexible and teachable.

TECHNOLOGY

- Have knowledge of and be able to implement said knowledge of (or be trainable to gain a working knowledge of) Microsoft Windows platform computer and peripherals and Microsoft Office products (Word, Excel, PowerPoint).
- Will be trained in church wide database software (Logos Church Maintenance) and responsible to help update and maintain the integrity of the data within the database.
- Will have access to high-speed internet connection, e-mail, and file server with on-site wireless and remote access to desktop and server.
- Be willing to be trained or train others in technical areas that pertain to youth ministry functions and equipment.
- Work with Worship Team Ministries to catalog, purchase, and effectively use and repurpose technical sound and video equipment.