OAK VALLEY BAPTIST CHURCH

Since 1946

Position Description

JOB TITLE: Youth Minister

Reports To: Senior Pastor | FLSA Status: FT/ Non-Exempt
Prepared By: Church Office | Date: March 2021

JOB OVERVIEW:

The Youth Minister will be responsible for all aspects of Oak Valley's youth ministry. This includes but is not limited to coordinating all aspects of Wednesday night bible study for elementary, middle, and high school youth as well as Impact Children's Church on Sundays. The Youth Minister will also be responsible for ensuring opportunities for youth fellowship, spiritual growth, and Christian discipleship. As our youth ministry continues to grow, other duties may be identified and/or assigned. This position involves being on-call and requires periodic evening, weekend and holiday hours.

The Youth Minister is a full-time, non-exempt position that reports directly to the Pastor. The position will require 40 hours of work each week.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The Youth Minister responsibilities include but are not limited to the following:

- Coordinate all aspects of the youth ministry, ensuring there is opportunity for youth to experience fellowship, spiritual growth, and Christian discipleship;
- Oversee all aspects of Wednesday night bible study for elementary, middle and high school students, which includes transportation, meals, lesson content and volunteer support;
- Oversee the Church Nursery and Impact Children's Church on Sunday mornings;
- Preach, teach, lead prayer, and worship as necessary for youth related events;
- Ensure opportunities are available for mission trips, spiritual retreats, witness events, and other fellowship experiences in keeping with Oak Valley Youth Ministry guidelines;
- Build relationships of integrity with youth that become the basis of meeting needs, sharing Christ, and involving youth in peer ministry with other youth;
- Collaborate, plan, implement, and/or delegate duties related to Oak Valley's partnership with the Emerald Youth Foundation's Just Lead Ministry;
- Serve as advisor to volunteers who assume responsibilities for youth activities, camps, and special worship services;

- Oversee Youth Ministry Budgets and be responsible for securing all necessary funds, travel arrangements, leadership, and chaperones for youth trips, retreats, mission/work camps, etc.;
- Support youth involvement in Vacation Bible School, Youth Revival, Sunday School, the Youth Choir and other ministry areas of the church;
- Develop relationships and maintain regular communication with parents of participating youth as well as key youth stakeholders in the community like educators, advocates, etc.;
- Help volunteer youth workers develop mentoring relationships with youth and provide training aimed at leadership and faith development;
- Work cooperatively with other ministry and community leaders to offer collaborative programs and activities for youth;
- Keep abreast of trends and research that could impact social and cultural developmental tasks of youth and utilize creative approaches to ministry;

CORE COMPETENCIES REQUIRED:

- A personal commitment to Jesus Christ as well as a clear understanding of Baptist doctrine, a strong desire to serve within the church and a sense of calling to youth ministry;
- Demonstrated giftedness with youth and the ability to model, teach, and understand the cognitive, spiritual, and socio-economic development of youth in urban environments;
- Ability to effectively teach youth and children sound biblical principles;
- Competence in basic lay counseling and listening skills appropriate for youth ministry;
- Ability to protect the reputation and integrity of others through strict confidentiality. Exercise discretion when dealing with the public, youth, their parents, church leaders and members;
- Ability to work with wide range of stakeholders, including but not limited to youth and young adults, parents, church members, community leaders, city leaders, special guests, etc.;
- Excellent human relations, verbal and written communication skills;
- Ability to plan, organize, lead, and guide complex projects and spontaneous activities related to youth ministries, while demonstrating a Christian posture, promptness, and fortitude in accomplishing goals;
- Willingness to work cooperatively with others, to maintain a positive outlook and disposition, and to be flexible in solving problems.

EDUCATION, CERTIFICATIONS AND LICENSES:

The Youth Minister position requires the following:

- College or university degree or program certificate in Christian Education and/or Youth Ministry preferred; or three years of experience working with youth in a leadership capacity; or equivalent combination of education and experience;

- Preference given to applicants who have been licensed or ordained in Baptist ministry;
- Work experience with youth in a church or non-profit environment preferred;
- Satisfactory completion of a Background and Driving Record Check;
- Applicants will be required to provide three (3) references;
- Successful completion of Oak Valley Orientation and Youth Ministry Training.

PHYSICAL DEMANDS:

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, use hands to handle, fingers to feel, and talk. The employee is frequently required to reach with hands and arms and may have to engage vigorous physical activities with youth during camps, activities and conferences. The employee must regularly lift and/or move up to 10 pounds, and occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described below are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is expected to function in a typical office environment and contemporary worship setting. The noise level in the work environment is typically low to moderate.

Equal Opportunity:
Oak Valley Baptist Church is an Equal Opportunity Employer and does not discriminate due to age, sex, religion, race, color, national origin, disability, marital status, veteran status, or any other factor prohibited by law. Qualified candidates of all backgrounds are encouraged to apply.