



**Assistant for Youth Ministry**  
**Part-time: 10 - 15 hours per week**  
*(hours will fluctuate seasonally)*

Purpose of the Position:

The Assistant for Youth Ministry supports the Associate Pastor for Congregational Life by leading activities that provide resources and care to form faith for the youth of Grace Baptist Church.

Essential Functions:

- ◆ Support the Associate Pastor in fulfilling vision for ministry to youth and their families at Grace Baptist Church
- ◆ Develop theologically appropriate curriculum and activities for youth
- ◆ Build authentic relationships with youth by maintaining an open and accepting environment for spiritual exploration.
- ◆ Facilitate meaningful relationships between adults and youth through intergenerational educational and service activities.

Demonstrated ability to:

- ◆ Plan and organize effectively
- ◆ Equip, empower and motivate others
- ◆ Remain flexible and adaptable
- ◆ Collaborate with members of staff and congregation
- ◆ Work with and minister to diverse families
- ◆ Serve as a bridge builder, creating opportunities for building authentic and meaningful connections across generations

Responsibilities:

**Discipleship/Spiritual Formation**

- ◆ Recruit and coordinate Sunday School teachers and shepherds for each academic year in collaboration with the Associate Pastor. Independently manage the teaching schedule for youth, and participate in teaching periodically.

- ◆ Collaborate with Associate Pastor and Youth Commission to select/design theologically appropriate agenda and activities for a youth retreat, and provide oversight for the planning of the retreat.
- ◆ Lead a weekly youth group meeting during the school year which throughout the month includes opportunities for relationship building, bible study/discussion, prayer, missions, and fellowship. A typical meeting may last an hour and a half and include a meal.

### **Mission and Service**

- ◆ In collaboration with Associate pastor, plan, promote, and lead ecumenical, denominational or other service and camp opportunities for youth, which may require overnight and travel commitments.
- ◆ Work with staff and Mission Commission to identify and plan annual mission opportunities for youth and families.
- ◆ Participate in planning and implementation of fundraisers for youth camp and missional activities

### **Worship**

- ◆ Regularly attend worship services and participate on occasion
- ◆ Celebrate with youth and their families during major rites of passage
- ◆ Create informal worship and gatherings: stretching to meet the needs of non-traditional faith formation and spiritual practice that is inherent in being gathered together, reflecting, and sharing.

### **Administrative**

- ◆ Uphold Child Protection Policy of the church and hold annual review of the policy. Run background checks on all volunteers and staff as needed.
- ◆ Attend weekly staff meeting and supervision with the associate pastor and pastor as needed.
- ◆ Adhere to all financial policies and procedures.
- ◆ Communicate effectively and regularly, with youth and their families and partner with Ministries Assistant to promote and publicize youth events and opportunities.
- ◆ Attend and participate in regular Youth Commission meetings in conjunction with the chairperson(s) and Associate Pastor as needed.
- ◆ Maintain a schedule that meets the needs of the church, according to the ebb and flow of the church calendar

To apply please send cover letter and resume to Rev. Courtney Allen ([Courtney@gbconline.org](mailto:Courtney@gbconline.org)) by May 25.