**Youth and Family Minister Job Description**

**Woodland Hills Church of Christ, Cordova TN**

**Candidate Requirements**

1. The Youth and Family Minister must have a passion for the Lord’s Church, the Gospel, and a desire to be a Christ-like servant.
2. We prefer that all candidates have approximately 2+ years training and/or hands on experience in ministry and/or related fields. This includes, but is not limited to: internships, previous jobs, college degrees (Bible, ministry, etc), volunteer opportunities, and life experience.
3. We desire a candidate who is looking to plant roots in our congregation and youth group.
4. Additional skills that are highly valued include strong planning skills, self-management skills, excellent written and verbal communication, robust interpersonal skills, conflict management abilities, and technological prowess.

**Primary Responsibilites**

1. The Youth and Family Ministerwill seek to provide an environment which facilitates the spiritual growth, outreach, and evangelism of the youth and families of our congregation.
2. The Youth and Family Minister will plan, communicate, direct, and execute all activities of the Youth and Family program with assistance from the Youth and Family Deacon while serving under the oversight of the Eldership at Woodland Hills. This includes spiritual, social, and recreational activities in and outside the church building.
3. The Youth and Family Minister will work directly with staff, leadership, and membership in order to facilitate inter-generational activities, edification, and spiritual growth. This is accomplished by close ministry synergy and is a joint responsibility across the ministry staff.
4. As part of his family focus, the Youth and Family Minister will be open to helping with both college age activities (Bible studies, social events, etc) and pre-youth group childrens activities.

**Work Requirements**

1. The Youth and Family Minister is expected to appropriately self-regulate his work during the week. This is a full time position. We understand that ministry is not fully done behind a desk. The Youth and Family Minister is expected to use office hours to prepare, counsel, study, pray and complete other office related tasks.
2. The Youth and Family Minister is expected to understand the important balance between work and rest. Given the full time position, the Youth and Family Minister is expected to work approximately 40 hours a week, typically Sunday-Thursday. Weekly work hours should not dip below this standard. During busier periods of ministry (summer, retreat weekends, attendance of events supporting the WHYG, etc) the Minister is expected to manipulate his schedule in order to best facilitate the job requirements while giving himself appropriate time to rest and recharge. The Youth and Family Minister is given the freedom to arrange his weekly work schedule, especially around Youth Group events, as long as he is not missing worship services and appropriately communicating general work schedules to church leadership and office staff.
   1. We are not looking for someone who “clocks in and out.” Ministers are expected to be ready to serve, whenever that need is presented, no matter the time or day while mature enough to balance rest/ personal time.
3. The Youth and Family Minister is expected to teach class on Sunday morning and Wednesday evening and/or other classes (as requested). While teaching regular classes is expected, the minister will also be allowed to find and collaborate with capable volunteer teachers as a fulfilment of this responsibility.
4. The Youth and Family Minister must be willing to speak from the pulpit. He will participate in the rotation of leading Wednesday evening devotionals, and at least one Sunday morning/evening sermon per month.
5. The Youth and Family Minister is expected to attend regular meetings amongst the ministry staff in order to plan church events, edify each other, and pray together. The Youth and Family Minister will attend (as necessary) monthly Elder’s meetings to provide updates, request guidance, discuss issues and attend any deacons meetings (as necessary)
6. The Youth and Family Minister is NOT expected to sacrifice his family for the sake of the WHYG ministry.

**Specifics to Woodland Hills**

1. The Youth and Family Minister is expected to foster a meaningful ministry relationship with other ministers to plan events, implement church vision and provide means of support. We expect the Youth Minister to be a viable part of our ministry team.
2. The Youth and Family Minister will seek to be a part/be involved with the leadership of church wide functions.
   1. The Youth and Family Minister is expected to be on the VBS committee and own a large part of VBS planning and communication as well as other church-wide events.
   2. The Youth and Family Minister is also expected to participate in public worship.
3. The Youth and Family Ministerwill work with the appropriate deacons/elders and staff (book-keeper) in the input and maintenance of the WHYG budget.
4. The Youth and Family Minister is expected to get a CDL license if one is not already owned.

**Extra Information**

1. Salary is based on experience with adjustments (raises) to be considered by the elders each year. Salary is paid on the 15th and 30th of each month.
2. Housing allowance and mileage agreements will be discussed and agreed upon with the Eldership. All costs associated with work and/or support of the WHYG are reimbursable.
3. The Youth and Family Minister is allowed two weeks paid vacation each year. We ask that all vacation be approved by the eldership.
4. The Youth and Family Minister will be allowed nine paid holidays per year as follows: New Year’s Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day & day after, Christmas Eve, Christmas Day.
5. The Elders support continued college education leading to additional degrees or advanced degrees related to Bible, youth, or subject(s) agreed upon by Elders. The Eldership also supports attendance of workshops and/or seminars that further your ministry abilities and faith. Agreements upon attending these events are discussed with the Eldership.
6. Other duties may be assigned.

**Contact Information**

Please send a resume, references (minimum 3), links to sermons or classes, photo and any other related materials to [mmitchell@woodlandhillschurch.com](mailto:mmitchell@woodlandhillschurch.com)