

*West Side Christian Church
Topeka, Kansas*

Position Description
Youth Leader

Approved by the Board: 7/18/17

STATUS: Part-time, \$15.00/hour, not to exceed \$420/month

HOURS: Average 7 Hours per week

BENEFITS: none

SUMMARY: West Side Christian Church's Youth Leader is expected to form relationships with the youth, grades 6-12, sharing the good news of Jesus Christ and helping them to grow and deepen their faith through education, mission, and recreational opportunities.

The goals of West Side's youth programming are to: 1) provide dedicated attention to the youth at West Side through Sunday school, social media posts, youth group meetings, and other creative ways; and 2) offer a monthly mission-directed activity to the youth at West Side and the community; and 3) make West Side's youth visible in the community.

SUPERVISOR: The Senior Pastor and Christian Education (CE) Chairperson will jointly supervise the Youth Leader position through quarterly in-person reviews where the youth leader's performance will be evaluated as well as the youth leader offering an evaluation of West Side's youth programming's progress in meeting our goals. New ideas and/or requests for funds for supplies and/or activities shall be approved by the Christian Ed chairperson who will seek approval by the board when needed.

RESPONSIBILITIES:

(2 hours a week)

1. Lead Sunday school for youth grades 9-12 each Sunday 9:15-10:15am, followed by attending the church service, offering to sit with youth grades 6-12. Preparing for and teaching Sunday school, along with attending the church service, are considered part of the weekly compensation.

(4 hours averaged each month)

2. Host a youth group gathering at least twice a month. This meeting can occur on Sunday after the church service in the fellowship hall for lunch and a planned activity. This gathering time could also be used for community service projects or other endeavor. West Side will assist with the costs associated with food, beverages, and snacks. Another day/time can be picked if more convenient for the group. Please note: Youth Leader may be asked to allow participation of youth from one or more of

our neighborhood churches (four total) who were part of a joint youth group in the past.

(4 hours a week averaged in the following areas)

3. Submit to the CE chairperson a progress report/time sheet via e-mail every pay period (15th and 30th of each month), detailing the dates and hours worked along with a summary of what was accomplished.
4. Plan Youth Fund Raising Events as needed.
5. Offer input to Christian Education Chair in the following areas:
 - a. choosing an appropriate and exciting curriculum for the youth's Sunday school hour; and,
 - b. recommending changes/additions to West Side's vision and goals for its youth ministry program.
6. Mentor youth in developing their leadership skills by having the youth organize and lead one church service each year, typically Laity Sunday in October.
7. Keep records of youth attendance/participation and what youth did, presenting a formal written summary during the quarterly review with the senior minister and CE chairperson.
8. Communicate regularly and as effectively as possible using all available resources (email, website, Sunday service bulletin, newsletter, social media, etc.) with youth, church staff and leadership, parents, and the congregation as a whole; be an advocate for youth and educate the congregation about the hopes, concerns, and needs of the youth.
9. Ensure that releases are obtained from the youth and parents of youth each fiscal year that allow for:
 - a. consent to transport and to participate in events; and,
 - b. permission to post youths' photos in various publications and/or social media.
10. Ensure that safety of the youths are observed in all settings.
11. Attend the Sunday church service at West Side.

The Youth Leader is welcomed and encouraged to participate in fellowship events sponsored by other committees at West Side.

QUALIFICATIONS AND APTITUDES:

1. Conduct one's life as a Christian with a commitment to Jesus Christ demonstrated through (2) personal references.
2. 2+ years' experience, professional training and/or education in youth ministries; experience shall be demonstrated through a professional reference.
3. Have a vision and a demonstrated ability to plan, develop, coordinate, manage and implement a youth ministry at West Side Christian Church following guidelines described within this position description.
4. Have excellent written and verbal communication skills; possess a working knowledge of MS Word, e-mail, and have a special aptitude for Facebook and/or other social media platforms.

5. Must be at least 23 years old, which allows for at least a five year span in age with the oldest youth served.
6. Previous experience desired working with youth who are experiencing a life challenge (such as ADHD, depression, an eating disorder, foster child background, etc.).
7. Demonstrate successful completion within the last year of a certified First Aid with CPR course. If employee does not have record of successfully completing the training or has not taken a course in the past year, West Side will pay for the Red Cross CPR-First Aid course within the first 3 months of employment.

CONDITIONS OF EMPLOYMENT:

- Prior to employee’s start date, West Side will conduct a background check. Upon successful completion of the check, a start date will be determined.
- A 30-day “mutual evaluation” period is required of a new Youth Leader who has no previous relationship with West Side Christian Church. This period provides the Youth Leader an opportunity to get to know the youth and other church leaders, and vice versa. After 30 days, a decision on whether or not to progress into a longer term of commitment will be made jointly by the church and the Youth Leader. The objective of this mutual evaluation period is to allow all parties to move forward with no regrets if things do not work out as desired.
- West Side Christian Church agrees to pay a weekly compensation not to exceed \$420/month (\$15/hour for 28 hours). The frequency of pay is on the 15th and 30th, for a total of 24 pay periods per year.
- An on-site office is not provided, but it is possible to plan or hold meetings in the classroom, library, or a meeting room at the church.
- Appropriate, casual dress for a church or Sunday school setting is expected.
- Conditions of absence, leave, personal emergencies, etc. as well as all other general personnel policies are outlined in the personnel manual.

(Completed upon hiring)

I have read the job description for Youth Leader and understand its contents. My signature below indicates my agreement to abide by the requirements set forth above.

Name (print)

Signature

Date