

Job Description For Youth/Music Minister Position

Requirements for the Position

1. OVERSEEING THE YOUTH SUNDAY SCHOOL PROGRAM

Overseeing the Youth Sunday School Program will include, but not be limited to:

- a. Recommending teachers to the Nominating Committee for all Youth Sunday School Classes
- b. Providing substitutes for all unexpectant vacancies as well as any appropriate material or literature needed
- c. Selection, ordering, and distribution of all Youth Sunday School literature
- d. Developing, initiating, and maintaining a youth-oriented outreach program for Sunday School
- e. Provide ministry to the physical, emotional, and spiritual needs of the Youth in Sunday School

2. OVERSEEING THE WEDNESDAY NIGHT YOUTH PROGRAM

Overseeing the Wednesday Night Youth Program will include, but not be limited to:

- a. Teaching weekly, practical, youth-oriented Bible studies
- b. Providing a safe and secure environment for all youth before, during, and after all activities
- c. Remain on church grounds until every youth has secured a ride home
- d. Communicate weekly with custodian concerning building preparation for Wednesday activities
- e. Make sure building is secure and all electrical devices, lighting, and heat/air is turned off
- f. Check both bathrooms in the youth building for damage, vandalism, or plumbing problems before leaving

3. OVERSEEING SUMMER YOUTH CAMPS

Overseeing Summer Youth Camps will include, but not be limited to:

- a. Researching and choosing a summer camp which will develop our youth spiritually
- b. Setting guidelines and regulations for attending camp
- c. Organize fundraising, budgets, financial records, counselors, and transportation with regard to all camps
- d. Collecting and maintaining liability release forms on all youth attending camp
- e. Attend all camps for their duration unless given prior written approval by the pastor

4. OVERSEEING YOUTH ACTIVITIES AND EVENTS

Overseeing Youth Activities & Events will include, but not be limited to:

- a. Planning, organizing, and placing on the church calendar all Youth activities & events
- b. Organizing fundraising, budgets, financial records, counselors, and transportation for all activities & events
- c. Collecting and maintaining liability release forms on all youth attending any activity or event

5. OVERSEEING YOUTH FINANCES

Overseeing Youth Finances will include, but not be limited to:

- a. Presenting a detailed, proposed Youth Budget to the Budget & Finance Committee each year
- b. Responsibly handling and managing a church-provided credit card
- c. Adhering to any and all accounting procedures established by the Budget & Finance Committee
- d. Remaining within financial boundaries established by the annual church budget

6. OVERSEEING YOUTH, PARENTS, VOLUNTEERS AND ADDITIONAL PERSONNEL

Overseeing Youth, Parents, Volunteers & Additional Personnel will include, but not be limited to:

- a. Overseeing and disciplining all behaviour of any youth associated with First Baptist Church of Diboll
- b. Maintaining open communication with parents of all youth
- c. Recruiting any volunteers, counselors, chaperones, or guest speakers which may be necessary
- d. Requesting background checks on all volunteers, counselors, or chaperones working with or around youth
- d. Handling any misunderstandings, conflicts, or inappropriate behaviour of Youth volunteers or parents

7. OVERSEEING YOUTH FACILITIES AND EQUIPMENT

Overseeing Youth facilities and equipment will include, but not be limited to:

- a. Monitor the heat/air in all Youth buildings and communicating any necessary changes to church custodian
- b. Monitoring the opening and closing of Youth buildings with aid of church custodian during normal hours
- c. Checking on a regular basis all appliances, plumbing, and fixtures in youth kitchen for leaks or repairs
- b. Keeping church equipment safe and secure against theft or damage (computers, x-box, projector, etc.)

8. OVERSEEING WORSHIP SERVICES

Overseeing the Worship Services will include, but not be limited to:

- a. Leading the Church Body in worship through music on Sunday mornings and Sunday evenings
- b. Selecting and submitting to the church secretary in a timely manner the music for all worship services
- c. Communicating to the instrumentalists and the Audio/Visual Team any requests or needs on a weekly basis
- d. Overseeing the design and publication of any slides needed for all worship services
- e. Working directly with the pastor to develop a coordinated worship service between message and music
- f. Contacting and recruiting individuals to sing solos or specials during worship services
- g. Publishing a calendar of music-related events (cantatas, solos, choir specials, etc.)

9. DEVELOPING AND LEADING OF CHURCH CHOIR

Developing and leading of Church choir will include, but not be limited to:

- a. Regular choir practices
- b. Selecting, developing, and conducting choir specials and holiday cantatas
- c. Recruiting new choir members and instrumentalists
- d. Ministering to the physical, emotional, and spiritual needs of the choir

10. OVERSEEING MUSIC FINANCES

Overseeing Music Finances will include, but not be limited to:

- a. Presenting a detailed, proposed Music Budget to the Budget & Finance Committee each year
- b. Responsibly handling and managing a church-provided credit card
- c. Adhering to any and all accounting procedures established by the Budget & Finance Committee
- d. Remaining within financial boundaries established by the annual church budget

11. OVERSEEING MUSIC SUPPLIES AND EQUIPMENT

Overseeing music supplies and equipment will include, but not be limited to:

- a. Monitoring the inventory of cd's, dvd's, cassette tapes, sheet music and choir notebooks
- b. Selecting, ordering, and distributing of music, cd's, and other supplies to the appropriate people and teams
- c. Overseeing the maintenance of all church musical equipment (pianos, keyboards, organs, etc.)
- b. Keeping church equipment safe and secure against theft or damage

12. WEEKLY WORK HOURS

Weekly work hours will include, but not be limited to:

- a. A weekly total of 36 accountable hours
- b. Accountable hours are hours in which church secretary is aware of location and purpose
- c. Accountable hours are hours during normal church office hours and Sunday
- d. Non-accountable hours are hours outside the scope of normal church office hours and Sunday
- e. Non-accountable hours are used for school sporting events, youth activities & events, etc.
- f. Due to the time demands of summer camp, an additional day of excused leave can be granted by the pastor

Compensation and Benefits of the Position

1. MONETARY COMPENSATION

Monetary compensation will include, but not limited to:

- a. Annual salary of \$32,000.00
- b. Fair Market Value of Church-Owned Parsonage (\$10,200.00)

2. BENEFITS

Benefits will include, but not limited to:

- a. Vacation Time (see *Employee Handbook* for amount)
- b. Sick Leave (see *Employee Handbook* for amount)
- d. Bereavement Leave (see *Employee Handbook* for details)
- e. Holidays (see *Employee Handbook* for details)