

Woodward Baptist Church

2160 76th Street SW
Byron Center, MI, 49315
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Youth Pastor Duties and Responsibilities

Principal Role:

The role of the Youth Pastor is to lead a growing Youth Ministry, providing Christ-centered, enthusiastic leadership to recruit, support, and maintain participation of Youth. The Youth Pastor will collaborate with the Pastor and the Woodward Board, and provide leadership to recruit, train, and support volunteers. Our goal is they will work to train our teens on how to be future faith-filled leaders and set up programs to facilitate spiritual growth. A Youth Pastor should be able to perform various duties and responsibilities. The Youth Pastor should help the church fulfill its calling to minister to youth. Youth Pastors should do this by being strong leaders in the youth ministry and by training youth volunteers to serve in the church. The following are some of the duties and responsibilities, but not all, a Youth Pastor should be able to execute:

Job Description:

This year-round position is defined as salary, restricted part time at an average fifteen (15) to twenty-five (25) working hours per week. Expectation of attendance is Sunday worship services, Youth Sunday School, weekly/biweekly group meetings, and other special events including (but not limited to) VBS, Retreats, and Mission Trips. The work is done cooperatively, especially with the Pastor. As part of the Leadership of the Church, the Youth Pastor is expected to advocate for the Youth Ministry.

Key Responsibilities:

- Function as a spiritual and executive leader of Woodward Baptist's Youth Program encompassing grades six (6) to twelve (12)
- Assess and select appropriate teaching materials and curriculum with Pastor
- Provide Bible-based instruction along with appropriate teaching materials and curriculum
- Provide support and recruit youth volunteers for Church Programming
- Teach Youth Sunday School and weekly group meetings
- Recruit and train adults to be Youth Sunday School Teachers and support
- Provide outreach, missions, and fellowship opportunities to the Youth
- Provide support and guidance to parents

Additional Responsibilities:

- Manage and update the Youth website (social media page)
- Provide reporting to the quarterly business meetings
- Be prepared to preach a sermon for the congregation in the absence of the Pastor as well as when called upon
- Attend Church Board and Church Staff meetings Provide council and support to Youth and families experiencing sickness, grief, or distress

Accountability:

The Youth Pastor is accountable to the Pastor, Board, and Congregation of Woodward Baptist Church. This individual will need to notify the Pastor a minimum of five calendar days prior to planned absences (preferably) to allow for scheduling of a substitute for Youth Ministry leadership. This excludes sickness, personal, and/or family emergencies.

An annual performance review will be done by the Pastor in December of each year.

Position Requirements:

- Be a born again Christian, servant-hearted, with a genuine passion for Youth Ministry and biblical education
- Agreement/affirmation of WBC Belief Statement and constitution
- Experience and Knowledge in Youth Ministries and biblical studies
- Proficient understanding of challenges and needs of young people
- Basic knowledge using social media platforms
- Basic knowledge using Microsoft Office suite products (Word, PowerPoint, Publisher, Excel) and/or Google suite products (Gmail, Calendar, Docs, Sheets, Slides, and Meets)
- Outstanding communication skills, both verbal and written
- Ability to lead by example

The above information reflects the general responsibilities considered necessary to perform the essential functions of the job. This document should not be considered a fully detailed description of all the work requirements of the position. Interested candidates may apply for this position by emailing a résumé along with a cover letter to secretary@woodwardbaptistchurch.org and/or woodwardseniorpastor@gmail.com, or mail/drop off a copy to: 2160 76th Street S.W. Byron Center, MI 49315. Should you have any questions, please feel free to visit our website at www.woodwardbaptistchurch.org , or contact us at (616.583.1560).