

MINISTRY ASSOCIATE OF YOUTH AND YOUNG ADULTS JOB DESCRIPTION

1. **PURPOSE OF THE POSITION:** The purpose of the Ministry Associate of Youth and Young Adults is to equip youth to live missionally through discipleship, community, leadership development, outreach, worship, and mission experiences. Additionally, the purpose is to equip our young adults in the congregation through discipleship, community/connecting, outreach, and mission in order to develop and deploy Christ-like leaders.
2. **GENERAL EXPECTATIONS**
 - a. Daily live a life that reflects your commitment to Jesus Christ.
 - b. Be actively involved in church.
 - c. Collaborate with staff and members in a positive, unifying manner.
 - d. Pursue personal development as a believer and a leader in the church.
 - e. Serve Jesus and His Church by upholding the beliefs of the church, particularly the inerrancy of God's Word, Alto's Statement of Faith, and the doctrinal standards of the Alliance of Reformed Churches.
3. **80% RESPONSIBILITIES**
 - a. Equip youth to live missionally
 - i. Lead Middle School and High School Youth Group.
 - ii. Disciple and mentor individual students.
 - iii. Coordinate with the Children & Families Director to create a comprehensive program for Middle and High School Sunday School.
 - iv. Recruit, train, and support coaches.
 - v. Develop student leaders and youth interns, seeking to invest in, mobilize and empower students to lead.
 - vi. Administrate, Collaborate, and Communicate
 1. Participate in staff meetings and Youth Team meetings.
 2. Communicate at least quarterly in writing with the Consistory regarding a) celebrating where you've seen God at work and b) requesting prayer, guidance and/or approval as needed.
 3. Appoint members to the Youth Team from the Consistory Approved Leader List.
 4. Plan and execute fundraisers for retreats and mission trips.
 5. Keep account of expenses used from the youth account and the general fund.
 6. Whenever possible work with other youth ministries.
 - b. Inspire the youth to worship through singing, praying, and giving.
 - i. Coordinate with youth music leaders to utilize music groups during youth group events.
 - c. Care for youth, families, and team members.
 - i. Engage students on their ground by attending sporting events and other extracurricular activities.
 - ii. Encourage and support them with periodic check-ins.
4. **20% RESPONSIBILITIES**
 - a. Young Adults Ministry
 - i. Develop and lead ministry efforts for young adults to help them transition from youth to adult within the church family.
 - ii. Develop Young Adults Sunday School activities and events for young adults.
 - iii. Facilitate meetings and activities.
 - iv. Be an active member of the Adults Ministry Team.
 - b. Outreach Ministries
 - i. Coordinate with the Adults Ministry Team, the Children & Families Team, the Outreach Team, and staff to recruit, train, and mobilize youth and young adults for outreach events.
 - ii. Develop new strategies to help the youth and young adults reach out to neighbors.
 - iii. Work with area churches to increase kingdom impact and build unity.
 - c. Willingness to assist in other ministry areas as needed and assigned by the Pastor.
5. **PROFESSIONAL DEVELOPMENT**
 - a. Read, study, and research new trends and ideas.
 - b. Attend webinars, conferences, seminars, and/or workshops to further your skills, as desired and discussed with the Pastor.
6. **PERSONAL GROWTH**

- a. Study scripture for continued growth.
- b. Maintain a passionate prayer life.

7. SKILLS & QUALITIES TO PURUE

- a. High level of spiritual maturity.
- b. Passion to reach those far from God.
- c. Trustworthy and reliable.
- d. Servant-hearted, team player, desire to help others.
- e. Problem-solver (takes initiative in fixing and improving things).
- f. Teachable (seeks to learn and takes direction well).
- g. Delegator (equips and empowers volunteers).
- h. Flexible, patient, and kind.

8. ACCOUNTABILITY

- a. Reports to and is accountable to the Pastor in carrying out job responsibilities.
 - i. Final authority rests with the Consistory in all matters. The Consistory is responsible for the salary review.
 - ii. Submit to a background check.