Sample Job Description\*

**MINISTER OF YOUTH**

*Principal Function*: The minister of youth is responsible to the church, supervised by the minister or education, for assisting church program organizations to develop a comprehensive program of youth education.

**Responsibilities**

1. Counsel with church program organization leaders in planning, conducting, and evaluating a youth education ministry and in enlisting appropriate youth workers.
2. Conduct special training projects for youth workers in proper relationship to discipleship programs.
3. Advise in the use of program materials, equipment, supplies, and space by youth groups in all church programs organizations.
4. Work with the director of the recreation service to provide needed services.
5. Plan and conduct special projects (such as camps and retreats) for youth program organization groups.
6. Work with organization leaders to coordinate visitation for the youth division and lead workers to visit prospects and absentees.
7. Develop a proposed budget for youth ministry and administer it when approved.
8. Work with program leaders and teachers and appropriate staff members to resolve philosophical, procedural, and scheduling programs in the youth division.
9. Perform other duties as assigned by the minister of education.

Note: This description could be used for any age-group specialist; simply substitute the appropriate age group for “youth.”

*\*Church Administration Handbook, Third Edition, Revised and Updated; Bruce P. Powers, Editor; Chapter 5, Personnel Administration, William G. Caldwell; B&H Academic, Nashville, TN, 2008.*