

RED LANE BAPTIST CHURCH
STAFF JOB DESCRIPTION

Job Title: Minister of Youth and Music

Job Reports to (title): Pastor

Exempt or Non-Exempt¹: Exempt / Full Time

Job Directly Supervised: (titles/number) none

Basic Purpose: To oversee all areas of the student ministry (Grades 7-12) and oversee music and media aspects of the contemporary worship service.

ESSENTIAL RESPONSIBILITIES:

Note: Time percentages are estimates.

Student Ministry

A. Oversee Student Ministry Programs (20% OF Time)

- Recruit, equip, and train Leaders for Student Ministries
- Plan all summer activities
- Plan all yearly activities
- Hold regularly scheduled Student Leader meetings
- Provide leadership training and/or guidance
- Create and Implement curriculum for Wednesday night youth program
- Secure background checks on all volunteers
- Express appreciation to volunteers
- Develop relationships with parents
- Build one-on-one relationships with students (for example, take them out to eat, sporting events, etc)
- Recruit, equip, and train students to be ministry leaders
- Handle complaints and concerns

B. Oversee Sunday School ministry to Students (10% of Time)

- Work with Sunday School directors, Sunday School coordinator and Nominating Committee to recruit teachers and associates
- Provide training and/or guidance
- Provide curriculum
- Keep Student Ministry policies updated
- Handle complaints and concerns

C. Oversee Wednesday night youth program (20% of Time)

- Recruit teachers and assistants
- Provide training and/or guidance
- Provide curriculum
- Lead worship with student teams
- Preach message or find other speakers to speak at youth program

D. Oversee all other Student Ministries, including but not limited to tailgate parties, feeding the football team, Vacation Bible School, candlelight Christmas dinner, the summer student programs, student mission trips, and a specific ministry to 7th and 8th graders (10% of Time)

- Plan, advertise, evaluate and keep records of events
- Recruit volunteers
- Provide training and guidance

¹ Fair Labor Standards Act (FLSA) Evaluation Available in Job File in Church Office.

- Provided curriculum and/or materials
- Supervise the event
- Make sure the Gospel is presented
- Follow up with any decisions for Christ
- Express appreciation to volunteers and interns
- Follow up with new families that are unchurched

Music Ministry

A. Plan and implement the worship set for the contemporary service (10% of Time)

- Meet with the pastor weekly to go over the order of service
- Meet weekly with the other music staff
- Plan all worship sets, invitation songs, and any special music for the contemporary service
- Study other worship ministries (ex. www.newspring.cc)
- Read books on how to more effectively lead worship
- Attend yearly worship conference
- Meet with the pastor to come up with themes
- Practice weekly with praise team
- Determine all music for contemporary service

B. Oversee, Equip, and Train Praise Team (10% of Time)

- Recruit Praise Team members
- Teach songs to the Praise Team
- Correspond regularly with team members
- Encourage team members to better grow spiritually and in their avocation through prayer, reading, observing other praise teams, and taking singing or instrumental lessons
- Administer the Praise Team website

C. Oversee Sound and Media team (10% of Time)

- Recruit Sound and Media Team members
- Train Sound and Media Team on MediaShout, Powerpoint or other applications used in worship.
- Train Sound and Media Team on the basics of running sound
- See that the team has all media and sound issues worked out before Sunday services begin

Administrative Duties (10% of Time)

- Maintain office hours, for correspondence, planning, consulting, assisting, etc
- Attend weekly staff meetings, Sunday and other services, and appropriate committee meetings
- Participate in the missions and evangelism of the church.
- Submit monthly articles to "The Word" and weekly articles to the bulletin
- Participate in and advertise denominational meetings and training, as well as events hosted by other groups
- Prepare and manage an annual budget
- Ensure ministry is carried out in accordance with the Baptist Faith and Message 2000.E

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each of the essential duties satisfactorily. The requirements listed below and the Work Behaviors Checklist² are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of the job.

Education and Experience

Bachelors Degree – required; Masters degree preferred

- Degree in Bible – Preferred
- Seminary Degree in like fields – Preferred

Experience in Student Ministry and Leading Worship – 2 years required in each area.

² Completed American Disabilities Act Work Behavior Checklist is available in the Job File in the Church Office.

- Church staff experience in these areas – preferred
- Experience in church work (volunteer or staff) – 2 years required

Skills and Knowledge

Spirituality required

- Personal relationship with Jesus Christ; strong character demonstrating a close relationship with the Lord; desire to seek, know and do God's will; Christ-like attitude that is accepting of the diverse parts of the body of Christ; lifestyle that is free from the appearance of evil; comfortable sharing Jesus

People skills required

- Caring, open minded, good listener, able to handle criticism, loving, patient

Personal skills required

- Self-starter, Initiative, confidence, sensitivity, flexibility, able to deal with conflict

Managerial skills required

- Motivation, leadership, planning, discernment, verbal and written communication skills, the ability to recruit and mentor people, the ability to handle conflict

Musical skills required

- Must be able to play an instrument
- Must be able to sing
- Must be creative

Basic computer skills required

- MS Word – intermediate knowledge
- MS Excel- intermediate knowledge
- MS Powerpoint- advanced knowledge
- MediaShout- intermediate knowledge
- Internet navigation –intermediate to advanced knowledge
- Email –intermediate knowledge