

Youth Pastor/Worship Leader Job Description

The Youth Pastor/Worship Leader will develop creative, age-appropriate ministries to train all the youth of WCAG (from 6th grade to 12th grade) to love God, love their neighbor, and love the world. He/she will also assist the Minister of Music in leading praise & worship in the public worship services.

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| Ministry Department | General Staff |
| Position | Youth Pastor/Worship Leader |
| Accountable To | Senior Pastor |
| Ministry Target | Youth from 6 th to 12 th grade |
| Position Is | Appointed, Full-time, Paid Staff |
| Education | Preferred Bachelor's Degree in Youth Ministry or Seminary Degree, Ordained |
| Spiritual Gifts | Pastor/Shepherd, Teaching, Leadership |
| Talents or Abilities Desired | Experience teaching and preaching to youth, organizational skills, worship leading and music skills |
| Best Personality Traits | Team-Oriented, Diligent, Dependable, Approachable, Discreet |
| Passion For | Creatively discipling youth, leading all ages in worship |

A. Major Responsibilities for Youth Ministry

1. Serve as the primary leader and communicator for the service targeted to youth.
2. Partner with parents to help them realize God's plan for their youth to love God, love their neighbor, and love the world.
3. Meet with parents as a group at least two times a year to listen to concerns, answer questions, and talk about the youth ministry, as well as providing parents with a calendar.
4. Publish a quarterly calendar with the dates of activities and important information for the quarter ahead.
5. Create a welcoming atmosphere for students with diverse interests.
6. Communicate with the parents monthly through email or a letter regarding important issues that surface.
7. Copy Senior Pastor on all communication with parents and sponsors.
8. Establish a follow-up routine for families with youth that visit the church.
9. Plan special summer activities, day camps, etc. for WCAG youth and their unchurched friends.
10. Take attendance at the youth service and report those numbers in weekly meetings with the Senior Pastor. Use attendance as a tool to follow up with those who are gone more than one week in a row.
11. Regularly read up on youth ministry, visit other youth programs, attend youth ministry seminars, and be aware of youth ministry resources from the broader church world.
12. Create and implement a cohesive, age-appropriate plan for involving youth in outreach—locally, nationally, and internationally.

13. Develop a feeder system to receive students from the children's ministry, plug them in to MS ministry, and then from MS to HS ministry, and then from HS to college.
14. Supervise youth Sunday School, Fine Arts, and Youth Choir.
15. Plan, schedule and coordinate special programs, retreats, camps, trips, and summer programs for the youth ministry. Participate in at least one District Youth event per year.
16. Consistently use WCAG publications, website, handouts, etc. to keep the youth ministry, events and news in front of the congregation.
17. Provide fun activities that youth can invite their friends to at least monthly, whether before or after a youth service, or on a different day altogether.
18. Be responsible for creatively decorating and maintaining "youth-friendly" rooms, hallways, walkways, and other visible youth facilities.
19. Recruit, equip, train, and lead adults to assist in ministering to youth of every age group. Care should be taken to not create conflicts by recruiting potential leaders that are already involved in ministries that meet at the same time.
20. Assist the Senior Pastor, staff, and leadership in the implementation of the vision and goals for the ministry of WCAG.
21. Assist the pastors in providing care to the congregation including: calls one day a week, weddings, funerals, pastoral contacts, counseling when requested.
22. Lead the youth with the rest of the church in following an overall discipleship plan.
23. Encourage students to attend and participate in all church activities, even when they are not aimed specifically at MS and HS students.
24. Make sure that all youth workers have been given background checks in keeping with WCAG policies before they begin to serve. Annually double-check all youth workers to make sure we have screening paperwork.
25. Periodically preach in the sanctuary service.
26. Perform all other duties assigned by the Senior Pastor.
27. Develop and oversee the annual budget for the youth ministry department.
28. Assist the pastoral team in planning, implementing, and following-up on church-wide events.

B. Major Responsibilities for Worship Leader

The Music Department of West County Assembly of God is unique to churches of similar size because of the number of instrumental musicians that participate in the church Orchestra and participate in the ministry of Praise & Worship. While the main core of the Praise & Worship instrumental team consists of; piano, B-3 organ, drums, congas/percussion, bass guitar, we also have woodwind, string (6 violins, 2 violas, 2 cellos), brass and percussion musicians. The Orchestra currently has 21 members. The Choir spans the age range from young adults to senior adults. It is fairly well balanced between the four vocal groups and has approximately 50 members. Both of these groups will be actively involved in Worship leading leadership.

The position of Youth Pastor/Worship Leader will be a shared responsibility with the Minister of Music. The weekly schedule of worship leadership will be determined each quarter with the planning team of the Minister of Music, Youth Pastor/Worship Leader and Senior Pastor. The following guidelines will need to be taken into account:

1. The YP/WL will have 100% song choice control on the weeks he/she is leading worship. However, the YP/WL needs to keep in mind the personality of the church and the unique niche that we fill. Attention will need to be paid to the differences between our two morning services.
2. Songs should be chosen from our orchestrated song list. Each song we sing will be sung by the Choir with a 3 or 4 part arrangement and should be fully orchestrated for the Orchestra.
3. The YP/WL is encouraged to introduce new songs to the congregation, provided that:
 - A. The Choir learns them in advance with a 3 or 4 part vocal arrangement
 - B. The Orchestra learns them in advance with a full orchestration
 - C. The YP/WL conducts a rehearsal with at least the core musicians and communicates the song sequence to the Minister of Music for rehearsals with the Choir & Orchestra
 - D. The Worship planning team should determine how many new songs, and their frequency of introduction, so that the congregation isn't confused by too many new songs in a short period of time.
4. The YP/WL is encouraged to use student musicians and vocalists, either exclusively or in combination with adult musicians and vocalists for worship teams. We want to encourage wide age interaction on worship teams.

As the Youth Choir is re-developed and trained for Worship leading ministry, we want the Youth Choir to join the Adult Choir, and/or participate on their own with the YP/WL and the Minister of Music in the ministry of Praise & Worship. They should be encouraged to present special music in our services on a regular basis.

5. The Worship planning team will determine a compatible rehearsal time each week for the vocalists and musicians to rehearse in preparation for the coming Sunday.
6. If the YP/WL is an accomplished pianist, keyboardist, guitar player, etc., he/she is encouraged to use that instrument in leading worship.

Line of Authority

Responsible to Senior Pastor

Work Hours

Pastors will receive one day a week off to be taken Monday to Friday (Saturday's are not office days, although pastors are expected to work Saturday's if there are functions they need to attend). The day is to be determined in consultation with the Senior Pastor. The Youth Pastor will maintain regular office hours (8:30am to 4:45pm) unless they have a ministry appointment that takes them away from the office. In that case they should let the office staff know how long they will be gone and how they can be contacted if needs be. The employee handbook states that the pastors will work between 46 and 52 hours on an average week.

Meetings

- weekly staff meeting (Monday morning)
- Deacon meetings (1 per month)
- Elder meetings (1 per month)
- Joint Board meetings (quarterly)
- one on one weekly meeting with the Senior Pastor
- monthly staff fellowship lunches
- quarterly leadership fellowship functions.