

MINISTRY DESCRIPTION FOR THE POSITION OF
Youth Ministry Associate

Forest Grove
Community Church May 2023

I. Position Purpose:

To provide programmatic, administrative, and pastoral support for GroveYouth alongside the Youth Director.

II. Authority:

This position functions with authority from Council through the Lead Pastor. The Youth Ministry Associate will report directly to the Youth Director.

III. Limitations of Authority:

The limitations of this position are determined by the:

- Laws of Saskatoon, Saskatchewan, and Canada
- Bylaws of Forest Grove Community Church and the Saskatchewan Conference of the Mennonite Brethren Churches
- Statement of faith of the Canadian Mennonite Brethren Church
- Strategic ends and policies of FGCC as established by the FGCC Council
- The FGCC expectations for Staff
- Limitations specific to this position

IV. Transformation in Christ

Our overall purpose and desire as a church is to see transformation in Christ happen in each of our lives. Our commitment is to provide a safe and healthy environment for that to happen for all our staff, including this role. The expectation is for the Youth Ministry Associate to engage in personal spiritual growth and dependence on Jesus, as well as participate in and contribute to a staff culture that experiences transformation in Christ together.

V. Description of Responsibilities and Authority:

This role is part time at 60% or approximately 24 hours/ week, the hours are flexible with exception of Jr. High events. The Youth Ministry Associate will coordinate the Jr. High program (currently Friday nights) and provide administrative support for GroveYouth with the overall goal of helping students and leaders come to know, experience, and follow Jesus. This will be done by:

- Providing an example for Christ-like living and leadership.
- Coordinating a Jr. High program where students and leaders can build relationships that are conducive to discipleship within the strategic direction of FGCC.
- Creating opportunities for students and leaders to serve, grow in their gifts, and develop their leadership.
- Helping encourage the understanding that students and leaders are part of a broader faith community of the local church.

Specific Duties include but are not limited to:

- Coordinating the Jr. High program with the exception of teaching and leadership teams.
- Serving on the Jr. High lead team and overseeing the Jr. High program team.

- Overseeing Jr. High program administration and support the Youth Director in other administrative tasks for GroveYouth such as leader documentation, criminal record checks, and waivers.
- Initiate relationships with students, leaders, and parents // guardians // care-givers outside of programming.
- Promote integration of students and leaders from programming into the greater church body through communication and invitation.
- Along with the Youth Director, be pastorally present to the leaders and students who attend our programs with a focus on Jr. High and address needs as they arise.
- Oversee the Jr. High social media platforms.
- Support the Youth Director in public written communication and visual design for GroveYouth.
- All other duties as assigned by supervisor for fulfilling the mission and vision of FGCC.

VI. Desired Qualifications:

- Ability to work collaboratively in team.
- Desire to train and empower interns, youth leaders, and students to use their gifts in youth programming and the greater church body.
- Willing to re-orient strategies and plans for a changing youth ministry culture.
- Confident in creating a welcoming and accessible space for students who are new to faith communities.
- Experience working with computer programs and a willingness to learn new programs (Planning Center, ProPresenter, Canva, Slack, MailChimp, Microsoft programs)
- Ability to self-motivate and work without supervision.
- Committed Christ-follower that is passionate about the local church.
- Willingness to foster and engage in relationship with local camp ministries.
- Training in relevant youth issues or willingness to obtain.
- Bible College training or willingness to obtain.
- Experience in handling confidential subject matter with dignity and integrity.
- A committed member or willingness to become a member of Forest Grove Community Church

VII. Desired Experience:

- 2 years of youth ministry or camp ministry experience (volunteer or vocational).
- Experience creating programs that engage youth.
- Public speaking and Biblical teaching.
- Mentoring in one on one or small group settings.
- Proficiency to use social media platforms of all kinds

VIII. Remuneration:

Remuneration will be determined by the qualifications and experience of the individual, and the current FGCC salary grid.