**Associate Minister/Youth Pastor Job Description: Top Duties and Qualifications**

The Associate Minister Position is first and foremost a team position.

This position is directly responsible for oversight of the efforts in guiding children and adolescents in their understanding of themselves and their faith. The duties include but are not limited to organizing youth events, retreats, teaching classes and other educational programs and communicating with the church staff and church family about faith education needs, as well as leading the effort in community outreach to grow the impact of our church in the community specifically targeted at youth and adolescents.

**Youth Pastor Duties and Responsibilities**

A Youth Pastor should be able to perform various duties and responsibilities. The Youth Pastor is expected to be a strong leader in the Youth ministry and Children’s and the community in which we serve. The following are some of the duties and responsibilities a Youth Pastor should be able to execute:

* Train and recruit volunteers for efficient implementation of church programs.
* Provide Pastoral counseling to youths and their families in regard to spiritual development.
* Plan and facilitate numerous youth programs to effectively evangelise, disciple and build community with the youth ministry and church as a whole.
* Coordinate with parents of children and students in regard to their child’s involvement and participation in the church.
* Assist in planning and administering a comprehensive teaching curriculum.
* Coordinate with other ministry areas to involve students and children in the whole life and ministry of the church as appropriate.
* Develop and maintain effective relationships with various leaders and organizations in the community for purposes of outreach and partnerships.

**Ministry Expectations:**

* Participate in regular staff meetings to assist in the administration of the church
* Submit to regular accountability and discipleship with the Elders and Senior Minister
* Actively pursue participation in the life of the students through attending functions in the community and volunteering.
* Participate in other areas of ministry as needed.
* Be a part of the church

**Children’s Ministry Description**

A healthy Children’s Ministry is paramount to a healthy and vibrant church. While the operation is currently lead by dedicated volunteer staff, the children’s ministry should be coordinated with the student ministry to facilitate a seamless transition. The Associate Minister will give oversight, as well as participate in Children’s Ministry functions as needed.

**Administrative details:**

* Office hours are Monday-Thursday 9am-5pm
	+ Due to the flexible nature of the job, and dynamics of ministry operations, hours present in the office are subject to change and operate with a compensatory understanding. Schedules should be coordinated through the secretary’s office.
* Vacation should be coordinated through the secretary’s office.
* Ministry staff is expected to be “on call” as needed outside of office hours.
* Vacation Time is commensurate with experience and service time.
* Salary is commensurate with experience, and other qualifications.

**Personal Expectations:**

The Associate Minister falls under the qualifications of church leadership similar to the descriptions that qualify an Elder or Deacon. See 1 Timothy 3 and 1 Peter 5. Upstanding moral character, consistent faithful witness, respect from peers and respect in the community are necessary to engage in effective ministry.

The Associate Minister is also expected to be a part of the community of Lake Butler. Immersing into the culture of the community is a necessary aspect of forming relationships to adequately minister. Ministry staff are expected to live within the general community of Union County and Lake Butler Fl.

**Current Outreach specific to Youth Ministry:**

Donuts & Devos- 3x/week meeting at the schools for devotions before school.

Backpack Outreach: 2x Monthly outreach providing a number of backpacks stocked with food items for families in need though the school system.

We have a number of students involved in the following activities:

Baseball, Basketball, Football, Cheerleading, Softball, Tennis, Barrel Racing, Track, FFA competitions, Majorettes, Archery, Chorus, Drama, and there are many other opportunities to volunteer and connect with the community.

About Our Community:

Lake Butler, Florida is in Union County Florida. We are the smallest county Florida, but don’t let the size fool you! Lake Butler boasts a great opportunity for families to raise children in friendly community with sports and other activities, a vibrant 4-h and FFA culture, nature exploration , and we are in close proximity to several large cities and communities that boats the highest quality of hospitals, secondary education, as well as shopping and other resources.