

# **Waynesboro FMC – Waynesboro, GA**

## **Full-Time Youth Minister**

### **Job Description**

#### **Duties and Responsibilities:**

1. Conduct Sunday and Wednesday Service
2. Support Youth outside of Church Services
3. Create annual budget
4. Coordinate, plan, and execute youth retreats and outings outside the district and conference level
5. Coordinate, plan, and execute Youth Council meetings
6. Coordinate volunteers and chaperones
7. Coordinate, plan, and execute Graduation Sunday recognition and luncheon
8. Uphold, enforce, and advocate Ministrysafe policies

#### **Details of Above Responsibilities:**

Conduct Sunday and Wednesday Service

Conduct Sunday School from 10:00 AM until 10:45 AM.

Conduct Sunday evening service from 6:00 PM until 7:00 PM.

Conduct Wednesday evening Services 6:00 PM until 7:00 PM.

a. If the youth minister cannot conduct the event, they are to find a suitable replacement.

b. If a replacement is not found the Pastor is to be notified as soon as possible.

Note: A suitable replacement is Ministrysafe qualified and has a plan of events for the time

#### **Support Youth outside of Church Services**

Attends school and sporting events and engages with the youth outside of the church.

### **Create an annual Youth budget:**

The Staff Parish Relations Committee recommends utilizing the Youth Council in creating a well thought out budget for supporting Sunday and Wednesday services as well as all foreseeable outings, retreats, and trips.

### **Coordinate, plan, and execute youth retreats and outings outside the district and conference level:**

All outings must conform to the Ministrysafe policies. Youth safety and supervision are of the highest priority.

- a. Whenever possible, a Summer and Winter trip should be conducted.
- b. Whenever possible, a Spring and Fall outing should be conducted.
- c. If the youth are broken into grade groups, ie. Middle school or High School, there should be two trips planned, one for the younger as well as one for the older.
- d. When the above activities are not possible the Pastor is to be notified as soon as possible.

### **Coordinate, plan, and execute Youth Council meetings:**

A minimum of one Youth Council meeting must be conducted each quarter.

- a. A meeting agenda should be provided.
- b. A finance statement should be provided.
- c. A 30-, 60- and 90-day plan should be discussed.
- d. All youth council members must be Ministrysafe qualified.

### **Coordinate volunteers and chaperones:**

Two non-related adults should always be present whenever supervising activities involving youth. One of these is the youth minister or their suitable replacement.

A reasonable number of qualified chaperones to student ratio should be observed, on any outing.

If there is an overnight stay for both male and female youth, there must be both male and female chaperones.

## **Coordinate, plan, and execute Graduation Sunday recognition and luncheon:**

The Staff Parish Relations Committee recommends this event be planned well in advanced as

some non-participating church members who are graduating will need to be sought out.

It is recommended that the Youth Council have a part in the planning and executing of this event.

## **Uphold, enforce, and advocate Ministrysafe policies:**

A copy of the most current Ministrysafe policy, also called Smaller Membership Congregation Policies and Guidelines, is to be on hand at all youth events.

These policies are to be followed.

## **Other Responsibilities:**

a. Assist in planning and executing other church programs as needed such as Vacation Bible

School, church fellowship events, charge conference, etc.

b. Design Flyers, social media, and graphics for youth events as well as other church programs as needed.

c. Facilitate and serve as a mentor during confirmation class.

\*\*\*The youth minister must be flexible, and ready to perform any other reasonable duties assigned by the Pastor or the SPPRC chair. The Pastor is the youth ministers first line supervisor. \*\*\*

Waynesboro GA is a small close-knit rural community about 30 minutes from Augusta and 2 1/2 hours from Atlanta. Our school system consists of one public primary school, several elementary schools, one middle school and one high school. We also have two private Christian's School. Population of Waynesboro is around 6,000.

Waynesboro First Methodist Church is in the South GA Conference for The Global Methodist Church. We have a traditional style of worship. We average around 210 on Sunday mornings. Our current youth group averages around 15 during Sunday School and 25 during

Sunday and Wednesday nights. We have the potential to average around 47 youth. Our website is [www.waynesborofmc.org](http://www.waynesborofmc.org).

**Contact Information:**

Keith Cox

Pastor

**Send resume:**

Keithcox.gmc@gmail.com