

The Baptist Church of Beaufort
Minister of Youth & Communication
Job Description

General Position Description: This full time ordained position will collaborate with the Senior Pastor, Family Ministry Team and the Youth Ministry Committee to develop, implement, direct, promote, maintain, and administer a well-rounded ministry to middle and high school youth (grades 6-12) that encourages and challenges young people to grow in faith as disciples of Jesus Christ. This position will also oversee and implement all communication strategies and initiatives.

Number of Hours per Week: Full-time employment – typically 40+ hours per week

Immediate Supervisor: Senior Pastor

Ministry Responsibilities:

Youth

1. Work in guidance with the Senior Pastor and Family Ministry Team in establishing vision and goals for a well-rounded ministry to youth.
2. Plan, promote, and guide the religious education programs for youth such as Sunday School, Wednesday evenings, Missions education opportunities, Discipleship classes, etc.
3. Build working relationships with middle school and high school youth, their parents, and adult volunteers.
4. Recruit, Develop, and train youth ministry volunteers.
5. Work with the Senior Pastor, Family Ministry Team and the Youth Ministry Committee in planning opportunities for discipleship, programs, and activities that meet youth needs.
6. Encourage the healthy development of youth (spiritually, intellectually, physically, and socially) in all aspects of ministry.
7. Inform youth, parents, and church members about youth activities/events (Newsletters, social media, e-mail, announcements, etc.).
8. Plan, provide and maintain a calendar of activities/events for youth.
9. Ensure that the Child Protection Policies and guidelines of the church are communicated and followed by all volunteers.
10. Work with Family Ministry Team in preparing a yearly budget for childhood ministry to present to the Stewardship Committee.
11. Conduct the necessary administrative functions to sustain a healthy youth ministry.
12. Perform other tasks as assigned when such tasks would enrich and enhance the church's mission.

Communication

1. Develop strategy for both internal and external promotion of church events, programs, news, and general information.
2. Direct and involve Communication Team members as appropriate.

3. Lead and manage all church communication, including:
 - a. print communication (newsletter, worship guides, posters, flyers, banners, cards, etc.) Ensure consistency of brand and highest quality of production.
 - b. web site communication and design.
 - c. social media communication in addition to email communication.
 - d. church's audio and visual technology. Provide promotional slides in worship, on site communications, and for unique events.

This job description is not intended as a comprehensive, all-encompassing list of the duties of the Minister of Youth and Communication but is to serve as a guideline to the responsibilities of the position.

Expectations:

- A follower of Jesus Christ (Disciple, Christian) and a love for Christ's Church.
- A genuine love and concern for youth and college-age students.
- Highly organized, detail-oriented, and prone to planning in advance
- Excellent communicator through all mediums
- Understand the spiritual, emotional, physical, and cognitive development of youth and/or a willingness to learn.
- The ability to work well with others and be a good team member.
- Aware of contemporary youth issues.