



Episcopal Youth Community
DIOCESE OF ATLANTA

BEST PRACTICES FOR CALLING A YOUTH MINISTER

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Acknowledgement

This manual was developed from the Manual for Hiring a Youth Minister created by the Episcopal Diocese of Colorado. This document is simply an updated version, which includes more current salary data and other information that is specific to the Diocese of Atlanta. We are grateful to the Diocese of Colorado for this excellent resource and acknowledge their original work herein.

LAYING THE GROUNDWORK

Create a prayer team.

For years it has been my practice in traveling among the nations to make a study of the sources of spiritual movements which are doing most to revitalize and transform individuals and communities.

At times it has been difficult to discover the hidden spring, but invariably, where I have had the time and patience to do so, I have found it in an intercessory prayer life of great reality.

-John R. Mott, missionary pioneer, early 20th Century.

Gather a group of determined, committed adults and youth to pray. Agree to begin meeting once a week to pray for

- young people by name who are active in your congregation
- inactive young people by name
- unknown young people whom God wants you to reach
- current adult lay youth leaders by name
- God's future direction for youth ministry in your church
- God to raise up additional lay youth leaders
- God to lead you to the youth minister who will be able to most effectively minister within the context of your parish. Enlist other parish groups such as Daughters of the King, men's groups, women's groups, and participants in your parish's prayer chain, to include youth ministry in their prayers. Let us not be found guilty of expecting less than God is willing to do. Remember James' admonition to the Church: "You do not have, because you do not ask God" (James 4:2b). Commit to making prayer the starting point and the foundation of your search for a youth minister.

Ask pertinent questions.

It is important that your church be clear as to its vision for youth ministry and its need for it, as well as its ability to financially support, a professional youth minister. Before beginning the search process, devote a significant amount of time in one or more meetings of congregational leaders and parents to answer the following questions. The Director of Youth and Young Adult Ministries can assist with this.

We have organized the following questions into six general categories.

1) Young people today

- a) What are the needs of young people today?
- b) How do they look at the world?
- c) How does their worldview differ from that of past generations?

2) Young people and the wider community

- a) What is available for young people to do in our community, both good and bad?
- b) What needs of young people are being met through activities and organizations in our community?
- c) What needs are going unmet?

3) Current involvement of young people in our parish

- a) Where/when do we see young people in our parish?
- b) In what ways are they involved?
- c) What does our parish provide for young people that they cannot or will not get anywhere else?

4) Young people and the Gospel

- a) What is the relationship of young people to the Church today?
- b) How do they respond to the Gospel?

c) How are we currently providing for their spiritual nurture?

5) Youth ministry in our parish

a) What are our goals in providing a ministry specifically targeting young people?

b) Where/when do we want to see young people in our parish?

c) If we were to paint the perfect picture of youth ministry in our parish, what would it look like?

d) What could our parish provide for young people that they cannot or will not get anywhere else?

6) Life with a youth minister

a) What could a youth minister do that we are unable to do now? ie: play guitar, start a small group ministry, build relationships with young people

b) How would the role of other adult youth leaders change once a youth minister is hired?

c) How would we provide for a youth minister's financial, spiritual and emotional needs?

d) What would be the youth minister's responsibilities as a member of the staff?

e) How would having a youth minister impact our community? The diocese?

Contact other churches.

If your church has never had a youth minister, call congregations with professional youth ministers in place. Talk with the supervising priests about the pros and cons of hiring a professional. Ask to talk with the youth ministers and perhaps visit a youth group meeting.

A few Churches in our diocese with professional youth and/or children's ministers, full- or part-time, are:

- All Saints' Atlanta
- All Saints' Warner Robins
- Church of the Epiphany
- Holy Trinity Decatur
- St. Catherine's Marietta
- St. David's Roswell
- Holy Trinity Decatur
- St. James' Marietta
- St. Luke's Atlanta
- St. Peter and Paul Marietta
- St. Margaret's Carrollton
- St. Thomas' Columbus

Contact Easton Davis at edavis@episcopalatlanta.org on how to contact any of these parishes.

BEFORE YOU MAKE A CALL

Create a search committee

A search committee will prove helpful in creating a position description and a parish profile, advertising for and screening applicants, and conducting initial interviews. The search committee can recommend a short list of candidates to the rector for consideration.

Sample position descriptions and interview questions can be found in the appendix.

If possible the search committee should include lay youth leaders, vestry members, parents and youth. Keep in mind that a group larger than six to eight may slow down the process.

Create a parish profile

The parish profile should include demographics of the church and community, highlighting the potential for youth ministry. It should describe the parish's theology, worship style and overall mission. Be honest but upbeat. You want to not only educate candidates about your parish, but make them excited about serving with you. This does not need to be too extensive or too large.

Create a profile that would be what you would tell someone about your church in a conversation.

Create a job description

The purpose of a job description is to attract qualified and quality people to the position. Be clear about your expectations. Define the qualifications sought and the responsibilities inherent in the position. The job description should reflect your vision for youth ministry without being too program-specific. Possible candidates will be looking for the freedom to create a program that fits their gifts as well as information about past activities and cherished traditions.

Consider the following six emphases. Use them to help clarify your vision for youth ministry. Rework them as necessary to fit the mission of your parish.

- **Mission emphasis:** Reflects a ministry that actively reaches out to youth in and out of the local parish, spreading the Good News of Jesus Christ, and calling young people

to a life- long commitment to Christ and his Church. Reflects a ministry that is set in a context of confirmation, helping young people to live into and accept for themselves the vows taken on their behalf at their baptisms.

- **Spiritual emphasis:** Reflects a ministry that includes Bible study and prayer as an integral part of its expectations for adult leaders and its programming for youth. Reflects a ministry that seeks to disciple youth rather than merely entertain them.
- **Relational emphasis:** Reflects a ministry that puts a high premium on building relationships with youth and among youth, with parents, and with the congregation. Reflects a ministry that develops a team of adults who work together to accomplish the goals of youth ministry.
- **Worship emphasis:** Reflects a ministry that makes the participation of youth in worship a priority, understanding worship both as participation in liturgical celebration and commitment to a faithful lifestyle.
- **Mission/service emphasis:** Reflects a ministry that takes seriously Scriptural admonitions to care for the poor and needy. Provides opportunities for young people to practice their faith by caring for the less fortunate within their parish, in their community, and beyond, through mission and ministry opportunities.
- **Pastoral care emphasis:** Reflects a ministry that reaches out to every young person with love, and encourages and trains young people to care for one another.

Consider the following six areas of responsibility. Use them to help you clarify your expectations for a youth minister. Rework them as necessary to fit the mission of your parish.

- Develop a purpose and vision for youth ministry together with the rector, adult staff and youth, setting specific and measurable short and long-term goals.
- Develop, train, and support a staff of adults to assist in every aspect of the ministry.
- Plan and implement a ministry to young people within the parish while also reaching out to young people in the wider community.
- Oversee the faith formation of young people, choosing and/or developing curriculum for youth grades 6-12, teaching or providing for the teaching of Sunday morning classes, Bible studies, etc., in cooperation with other parish faith formation efforts.
- Function as a professional and responsible member of the staff, answering to the rector on issues such as time off, sick leave and specific office hours.

- Build relationships with other youth ministers in the community and in the diocese in order to benefit from others' experience, ideas, and prayer support.

Sample job descriptions can be found in the appendix. *Contact Easton Davis at edavis@episcopatlanta.org for assistance with your job description. Each parish is different!*

GETTING READY TO MAKE A CALL

Determine a compensation package

Compensation typically includes

- Salary
- Reimbursed travel
- Reimbursed cell phone (part or all)
- Health insurance
- Pension (usually begins after the first year)
- FICA
- Vacation (a minimum of two weeks)
- Continuing education
- Sick leave

While the needs and resources of every parish are unique, the goal of any parish when hiring a youth ministry professional should be the same if they are seeking long term success in their ministry: to hire, support, and retain an individual with a calling to youth ministry and the requisite experience and/or professional training to succeed in that vocation. The salary that a parish chooses for a youth ministry professional will significantly influence his/her tenure in this position. In addition to feeling a calling to youth ministry, a youth ministry professional must also feel that they are appreciated and able to meet their financial obligations if a parish intends to keep them in their position and achieve long term ministry success. While determining the salary of a youth ministry professional is not an exact science and will vary between parishes, the information below is intended to serve as a frame of reference when making these decisions.

According to Dr. Jeremiah Gibbs, Director of the Lantz Center for Christian Vocation and Spiritual Formation at the University of Indianapolis, "it is generally considered good practice to pay a trained youth minister the rough equivalent to a public school teacher in your region." Dr. Gibbs further suggests that such a salary "with regular raises is usually what keeps a youth minister for a long tenure."

The tables below represent more recent data collected from Group Magazine's 2015 Youth Ministry Salary Survey and from Youth Cartel's 2019 Youth Ministry Salary Survey. This data represents professional youth worker salaries from across Christian denominations, rather than the Episcopal Church specifically. This data reflects the average salary package (excluding non-cash benefits) for full-time professional youth workers. According to this survey, the average salary for full-time professional youth workers in their first job is \$38,800. Data also reflects the **Episcopal Church average to be 32,500 with Southern Baptists being 42,894**. The tables below provide more detailed breakdowns of the survey results.

AVERAGE COMPENSATION FOR FULL-TIME YOUTH MINISTRY PROFESSIONALS BY YEARS OF PAID YOUTH MINISTRY	
Years of Paid Youth Ministry	Average Salary
1-5	\$37,885
6-10	\$45,370
11-15	\$44,239
16-20	\$51,250
Over 20 years	\$62,500

AVERAGE COMPENSATION FOR FULL-TIME YOUTH MINISTRY PROFESSIONALS BY LEVEL OF EDUCATION	
Level of Education	Average Salary
High School Graduate	\$21,500 (based on 2% of surveys)
Undergraduate Degree	\$33,151 (based on 37% of surveys)
Some Graduate Work	\$40,213 (based on 15% of surveys)
Masters Degree	\$44,427 (based on 31% of surveys)
Doctoral Degree	\$51,250 (based on 1% of surveys)

A final note: it is highly advisable to provide a continuing education budget that will enable a youth ministry professional to participate in at least one professional development per year.

**NOTE: A two-fold rule of thumb in determining an overall youth ministry budget:

1. Plan to spend \$1,000 per each young person to whom you hope to minister. If you envision having fifty young people in your program, plan to spend \$50,000 to cover compensation for your Youth Minister and programming costs. Plan not only according to how many young people you have now, but how many you envision having by the end of the Youth Minister's first year; and
2. Check with the local school system to see what a Middle School or High School teacher earns with comparable education and experience (this works well for full or part time youth workers and takes into consideration living expenses in the location of your parish)

There are three levels of youth ministry professionals as defined in terms of education and experience. Which one you seek will depend upon availability of candidates, vision, and budget.

The Rookie -- These people have no professional youth ministry experience. They may have served as volunteers or have relevant background/skills. They have potential, but pose something of a risk since they are untried. In addition to salary, we recommend that

you include significant continuing education benefits to cover conferences and training events.

The Intermediate -- These people have some professional youth ministry experience but are still growing in their ministry. They may have a youth ministry degree. We recommend that you include the cost of at least one youth ministry conference a year in your budget.

The Veteran -- These people have served a full season of youth ministry (minimum of five years in one place). They have built a full and successful program ministering to different stages of growth in young people. The veteran is hard to find. Compensation should reflect their experience and long-term commitment to youth ministry.

Develop support and accountability structures

Decide who will supervise the youth minister (usually the rector). Plan for regular, scheduled times for the supervisor and youth minister to meet.

If your youth minister is a rookie, consider establishing a mentor relationship with a more experienced youth minister in the diocese. Encourage the youth minister to participate actively in the diocesan events and trainings where he/she will receive encouragement, fresh ideas for ministry, and prayer support.

Plan now for a long and happy relationship with your new youth minister. Salary increases are a way of communicating satisfaction with the work being done. Consider building into your program an annual salary review. Youth ministry salaries should always rise at least at the rate of inflation. Factors such as growth and development in programming, changes in responsibilities, and personal factors such as the birth of children or the need to purchase a home should be taken into consideration as salaries are set each year.

Youth Ministry Councils can prove a wonderful help and support to the youth minister. They must not be supervisory.

Advertise

Diocese of Atlanta

Publish a job announcement in the Connecting, the bi-weekly e-mail newsletter of the Diocese of Atlanta. Send the the email to communications@episcoplatlanta.org or connecting@episcopalatlanta.org

Director of Youth and Young Adult Ministries

Contact Easton Davis, so that he can get it up on the Youth Website as well as through certain social media channels – edavis@episcopalatlanta.org

Nationally

[Episcopal Digital Network \(free!\)](#)

[Forma](#)

Locally

Is there someone already in the parish that might be a good candidate? Is there a college or University (or seminary) nearby? Is there a potential candidate already known by a member of the search committee?

What to expect from each candidate

- Resume with cover letter
- List of references (call the references before requesting an interview with candidate)
- Perhaps a video of candidate teaching and/or conducting youth group meeting
- Interview by speaker phone with Search Committee
- Live, on-site interview, including visits with youth, parents, and attendance at worship

Screen candidates

Time should be taken to carefully research the references of likely candidates. There is no point in pursuing someone who has a questionable background. This should include speaking with the rector of each church in which the candidate has worked as a paid employee or a volunteer. Note: if the candidate is interviewing without the knowledge of his/her rector, offering the position must be contingent upon a positive reference from that rector. Questions relating to leadership style, interpersonal relationships and handling conflict are particularly appropriate when talking with references. See the appendix for specific questions to ask a candidate's references.

Interview

The search committee should respond promptly by letter to each person who sends a resume to the church. The letter should give details about how the process will work and when, if at all, the person will next hear from the church. See the appendix for sample letters.

Set up the interviews quickly, first by phone, and then in person. Make it clear to the candidates that your parish will cover the expenses related to the interview visit.

During the interviews, the search committee should be listening for theological convictions, leadership experience, team building motivation and ability, understanding of youth culture, and a passion to serve Jesus Christ by ministering to young people. Prior reference checks will suggest some questions to ask. Church Deployment for the Episcopal Church suggests that every question you ask be evaluated three ways: What does it have to do with the position? Why do we need to know? Would I be willing to answer the same question about myself? Questions should be chosen carefully in advance so that all important areas can be

covered in the time you have set apart for the interview. See the appendix for sample interview questions.

Make sure that several or all members of the committee ask questions. This will allow you to see how the candidate relates to different personalities. It will also lessen the impression that the interview is really an interrogation. Church Deployment for the Episcopal Church defines the interview as a mutual interchange, a process of mutual exploration to help an individual and a group get to know each other. It may help to assign specific questions to each person on the committee.

The interview might last for one or two hours or be broken up into shorter meetings. Make sure you invite, and leave time for, the candidate to ask questions of the committee. Church Deployment for the Episcopal Church stresses, "Their questions can profitably shape as much as half of the interview. How they go about learning about you helps you understand how they work."

It is best to bring the candidate and his/her spouse to the parish for an entire weekend. This will allow time for interviews, visits with youth, families and church leaders, as well as allow the candidate the opportunity to experience the congregation at worship. Choose someone on the committee to drive the candidate around the community to get a sense of where they might live, where the schools and shopping areas are, etc.

Church Deployment of the Episcopal Church urges search committees to "avoid disqualifying candidates. Rather, look for evidence of gifts which qualify a candidate. It is easy to build a case against anyone, but far more useful to gather evidence of strengths."

Make an offer

Your rector may accept the committee's recommendation or may prefer that the committee come up with a short list of qualified candidates from which the rector can choose.

It is important that the search committee act quickly following an interview. Candidates should be told when to expect a decision and how much time they will have to respond with their own decision.

A candidate may want to negotiate compensation depending on his/her particular needs. It is important to be somewhat flexible at this point. If a candidate is moving from an area where the cost of living is considerably higher or lower, he/she may want to research the

differences to find out if the compensation you are offering will be practical for his/her family. (A useful website for calculating differences in cost of living is www.homefair.com/homefair/calc/salcalc.html)

When all parties have agreed to the terms of employment, you may want to draw up a Letter of Agreement, a document modeled after clergy letters of agreement. As Richard L. Ullman writes in *Called to Work Together: A Handbook on Letters of Agreement for Clergy and Congregations*, "A Letter of Agreement is a tool for mutual ministry." It helps the youth minister and congregation clarify the direction for their mutual ministry and spells out ways in which they can support one another as Christ's servants. See the appendix for a sample Letter of Agreement.

Once a candidate is chosen by the committee and/or the rector, a background check must be done. Diocesan policies requires running a background check on anyone who works with youth. Therefore, **any offer made to a candidate must be contingent upon a clear background check.** You will not want to request a background check until you have decided upon a candidate.

If your church is not already set up to do background checks you can request information on background checks by contacting the Easton Davis at edavis@episcopalatlanta.org.

Note: To maintain confidentiality, you must keep all copies of candidates' files secure during the search process. In addition, all files must be destroyed at the close of the process.

Appendix 1: Sample position descriptions

JOB DESCRIPTIONS

Full-time: 40 hours per week

Benefits: Health, pension, continuing education funds

The Youth Minister helps the youth ministry by overseeing a ministry that seeks to help every 6th grade through 12th grade student in the church make steps toward a deeper maturity in Christ, by building a youth ministry that fulfills the mission and values.

Duties in Youth Ministry:

- 1) Build relationships with youth and their families.
- 2) Plan, develop, and implement all aspects of a balanced youth ministry in the areas of group building, worship, discipleship, mission, and outreach.
- 3) Evaluate vision and goals of the youth ministry.
- 4) Recruit and train volunteers who work with youth in all aspects of youth ministry.
- 5) Direct monthly planning sessions with volunteers.
- 6) Mentor youth in developing leadership skills.
- 7) Coordinate and teach confirmation classes and provide leadership for confirmands, mentors, and parents beyond the classroom.
- 8) Prepare, submit, and administer a youth budget and annual goals for the church fiscal year in consultation with the finance committee and submit to the vestry.
- 9) Develop and/or distribute control and compliance documents (youth directory, youth ministry calendar, event and trip registration forms, background checks, safeguarding certificates, etc.).
- 10) Personally follow up with all visitors within a week of their visit.
- 11) Keeps the parish updates on Youth Ministry through newsletters, announcements, bulletins, and photography regularly.

Duties in other ministry areas:

- 1) Attend Weekly staff meetings
- 2) Attend vestry meetings quarterly
- 3) Give regular updates to the youth ministry representative on the vestry

Qualifications and Accountability:

- 1) Complete safeguarding god's children training
- 2) Participate in continuing education.
- 3) Be aware of diocesan offerings.

Responsibilities of the Rector:

- 1) Create a positive environment where the youth minister and the youth ministry can flourish.
- 2) Meet regularly with the Director to ensure that adequate resources are available for the program and assist to resolve challenges toward meeting objectives.
- 3) Provide an annual review of the director's performance and concerns.
- 4) Advocate with the Wardens and Vestry on behalf of the program.
- 5) Pay an annual salary of _____ on a bi-monthly basis.

- 6) Provide two weeks' vacation and an additional 2 Sundays leave

Part-time: 20 hours per week

Benefits: Health, pension, continuing education funds

The Youth Program Coordinator serves in a part-time capacity to handle the day-to-day operation of the youth ministry. This position is mainly administrative and deals with the behind-the-scenes tasks that support the youth ministry.

Duties in Youth Ministry:

- 1) Plan and publicize all the youth ministry events.
- 2) Recruit and train volunteers who work with youth in all aspects of youth ministry.
- 3) Direct monthly planning sessions with volunteers.
- 4) Coordinate with volunteers, mentors, and parents beyond the classroom. Keep track of schedules, attendance, and make sure curriculum and supplies are available.
- 5) Develop and/or distribute control and compliance documents (youth directory, youth ministry calendar, event and trip registration forms, background checks, safeguarding certificates, etc.).
- 6) Create and update event notebooks for each major event.
- 7) Know at least 75% of the parents on the rolls by name.
- 8) Personally follow up with all visitors within a week of their visit.
- 9) Keeps the parish updates on Youth Ministry through newsletters, announcements, bulletins, and photography regularly.

Duties in other ministry areas:

- 1) Attend weekly staff meetings
- 2) Give regular updates to the youth ministry representative on the vestry

Qualifications and Accountability:

- 1) Complete safeguarding god's children training
- 2) Participate in continuing education.
- 3) Be aware of diocesan offerings.

Responsibilities of the Rector:

- 1) Create a positive environment where the youth program coordinator and the youth ministry can flourish.
- 2) Meet regularly with the Coordinator to ensure that adequate resources are available for the program and assist to resolve challenges toward meeting objectives.
- 3) Provide an annual review of the coordinator's performance and concerns.
- 4) Advocate with the Wardens and Vestry on behalf of the program.
- 5) Pay an annual salary of _____ on a bi-monthly basis.
- 6) Provide two weeks' vacation and an additional 2 Sundays leave.

Appendix 2 - Sample Interview Questions

- What does it mean to you to be a follower of Christ?
- What is your background in the Church?
- What is your philosophy of youth ministry?
- Why are you seeking a position in youth ministry?
- Why do you want to minister in this church?
- What would be your first priority as you begin this position? Your second priority?
- What are your strengths?
- In what areas do you need to grow?
- What would you do if . . . ? (make up a possible situation in youth ministry to see how the candidate would respond)
- If you could paint a picture of the perfect youth ministry, what would it look like?
- What is your current salary package?
- What experience, if any, have you had with mission trips (retreats, camps)?
- Have you been involved in any other children's or youth programs or organizations?
- Why do you want to leave your current position?

Appendix 3 - Sample reference call questions

- What are this candidate's strengths and weaknesses?
- How well does he/she respond to criticism or suggestions?
- How would you describe his/her marriage relationship?
- How would you describe this person's leadership style?
- How would you describe this person's teaching style?
- What three words would you use to describe this person?
- Describe the person's style of interacting with parents and other adults in the community.
- Give an example of an occasion when the person effectively shared the Gospel.
- Give an example of a time when this person acted with integrity.
- Did the person obey the rules and policies of the church?
- Is this person involved in any other youth or children's organization?
- Have you ever had any complaints about this person's interaction with children/youth?
- Do you have any reservations about this person working with children or youth?
- Do you know anything else about this candidate that would be of value to the

committee?

- Is there anyone else I should call before we hire this person?

Appendix 4 - Sample letters to potential candidates

The first letter can be sent to those whose candidacy you may not choose to pursue. The second is for a candidate that you feel some excitement about.

(Church letterhead) (Date)

Dear (person who submitted resume):

Thank you for submitting your resume regarding our opening for a (position title). We are in the process of reviewing resumes at this time and may be in contact with you regarding possible interviews for this position. Our selection team will be meeting (approximate week) and we will *contact you immediately* after that if we decide to pursue your candidacy further. We appreciate your interest in our church and the youth ministry possibilities here.

Sincerely, (rector or search committee chair)

Dear (potential candidate):

Thank you for sending us your resume in regards to our need for a youth minister. This is an exciting time for us at (church name) as we look to develop our ministry to youth. Our selection team will be meeting on (date) to review resumes and determine a schedule for interviews. We will be in contact with you following that meeting. Our hope is to have interviews during (month or particular weeks) and we would like to complete the process by (date).

Enclosed is information about our church and the community as well as more details concerning the position. This will allow you to learn more about us and the opportunity for ministry that exists here. We suggest that you visit our own web site (address) to learn more about ministry in the diocese and in our parish.

We look forward to exploring the possibilities with you in the near future.

Sincerely, (rector or search committee chair) (enclose info about the church/job description)

Appendix 5 - Sample Letter of Agreement

A LETTER OF AGREEMENT between the Rector of _____ Church and _____ who has been chosen to serve as Minister to Youth with the understanding that this tenure is to continue until dissolved by mutual consent or by the decision of the Rector.

PREAMBLE

The Youth Minister, together with the Rector and congregation of _____ Church, shall work to fulfill our commitment to nurture young people within and beyond our congregation in the Christian faith. By word and action we shall articulate clearly the good news of Jesus Christ and challenge young people to do the same. In addition, we shall provide opportunities for young people to practice their faith through mission and ministry opportunities. We receive this Youth Minister as a partner in ministry, and are ready to work with him (her) to accomplish the goals of this ministry.

SECTION A. RESPONSIBILITIES

1. The Minister to Youth shall

- Develop a vision for youth ministry together with the rector, adult staff and youth, setting specific and measurable short and long-term goals.
- Develop, train, and support a staff of adults to assist in every aspect of the ministry.
- Plan and implement a ministry to young people within the parish while also reaching out to young people in the wider community.
- Oversee the Christian formation of young people, choosing and/or developing curriculum for youth grades 6-12, teaching or providing for the teaching of Sunday morning classes, Bible studies, etc., in cooperation with other parish Christian formation efforts.
- Function as a professional and responsible member of the staff, answering to the rector on issues such as time off, sick leave and specific office hours; and completing occasional other duties as assigned by the rector.
- Build relationships with other youth ministers in the community and in the diocese in order to benefit from others' experience, ideas, and prayer support.

2. The Rector shall

- Schedule regular weekly times to meet with the Youth Minister in order to provide accountability, support and encouragement.
- Arrange regular yearly reviews of ministry goals and accomplishments.

3. The congregation shall

- Support and cooperate with the Youth Minister in fulfilling our mutual goals, giving sufficiently of their time, energy and resources to do so.
- Provide for the spiritual and emotional support of the Youth Minister and his family.
- Pray for the Youth Minister and his family.

SECTION B. COMPENSATION

1. Salary.

The Youth Minister's annual cash salary will be \$_____, paid on or before the _____ day of the month, to be reviewed annually.

2. Benefits

The church shall pay the following benefits

- Health insurance
- Pension/retirement contribution
- Car/travel allowance
- Continuing education
- Provide a cell phone with texting

SECTION C. OTHER AGREEMENTS

1. The Youth Minister shall begin work in the Parish no later than _____.
2. This Agreement shall be conditional on receipt of a satisfactory report from the background check required by diocesan policy.
3. The Youth Minister shall complete Safeguarding God's Children training within the first two weeks of employment.
4. This Agreement may be changed by mutual agreement of the undersigned parties.

Youth Minister

Date

Rector

Date

Appendix 6 - Youth Worker Search Committee Job Description Work Sheet

1. What is the **general vision** for the position? What is the person expected to do (in broad terms)?
2. What are some of the **specific responsibilities** for the position? What is the person expected to do? Categorize if you can.
3. What **qualities** are you looking for in the person? What gifts and strengths are important (and reasonable) to expect?
4. What **qualifications** do you require? What **qualifications** are desirable, but not essential?
5. What **accountability** structure will be established? How will the person be supervised, supported, and evaluated?
6. What will the church(es) offer the youth worker?

Other things to consider:

Application Process

1. What will you need from the applicants?
2. What will the committee supply the applicants? (Application form?)
3. Deadlines

Advertisement

1. To say what?
2. To be placed where?
3. To be looked after by whom?
4. How much money (if any) is willing to be spent on advertising?