

From our Churches

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Youth Pastor Tasks

One Congregation's Job Description

0.4 FTE

Weekly:

- Plan Sunday school lesson
- Teach Sunday school each Sunday (except summer)
- Each Wednesday send an email to youth, parents, and youth coordinator to give updates on the next event and any info that needs to be passed along.
 - *The youth coordinator is an elected person who sits on council as a support to the youth program. In our congregation, their task is to run the mentor program, find sponsors to help at youth events and substitute youth Sunday school teachers in the event that the youth pastor is not available, and be a support person to the youth pastor (we meet once every 2 months approx. for coffee to do a check in).*
- Each Wednesday submit any youth announcements to the church secretary for the bulletin.
- Planning for future events - inquiries, booking, etc.

Every second week:

- Youth event 2/month
- Meet with the lead pastor every 2nd Tuesday

Monthly:

- Youth executive meeting 1/month (not July and August)
 - *Originally, the youth executive was elected by the youth group as a smaller group to help plan youth events with the youth pastor. Presently, our group is quite small so all youth are a part of the youth executive. We never changed the name of the meeting so that everyone understands that it is a planning meeting.*

- After each youth executive meeting send, by email, an update of coming events to Wildwood youth, parents and youth coordinator.
- After youth executive meeting, send a list of dates and events needing a youth sponsor to the youth coordinator.
 - *Each youth event needs a youth sponsor. For safety reasons, there always needs to be at least one other adult present at each event. More are needed if the event requires additional help/drivers to run (such as a camping trip). The youth coordinator invites persons from within the congregation (can be any age) to be sponsors and then from this group they take turns coming to events. When no one from the list can make it, parents of youth then step in to help.*
- With the church secretary, book any youth events that will be taking place in the church building.
- Attend church council meeting 1/month (not July)
- Write and send a report each month for church council.
- Attend MC Sask youth pastor meeting 1/month (not July and August)
 - *MC Sask youth pastor meetings can involve travel since we rotate hosting the monthly meetings. Included in the youth pastor group is also the admissions person from RJC (she then can encourage those youth at RJC that are not connected to a youth group to come to events on weekends and we are aware of happenings taking place at RJC that we can promote and attend as youth groups). Over the years the number of churches with youth pastors has diminished so that we are now a group of only 7 people.*

Every 2 months:

- Meet with youth coordinator once every 2 -3 month
- Pastoral Team meetings once every 2 months (more often if needed)
 - *Our pastoral team includes the paid pastors (2) as well as 4 others from the congregation who have been chosen through a discernment process (Each congregation member submits 2 names who they feel suit the position - keeping in mind age and male or females needed to make a rounded team. The church council executive goes through all the submitted names and from this vote asks 4 persons to serve on this team). The team does not meet without the staff – this is a group that acts as “deacons” and seeks to support the staff in crisis ministry and talking about issues regarding the life of the church.*

Twice per year:

- Attend SMYO (Saskatchewan Mennonite Youth Organization) retreat with the youth in September and January of each year. Youth pastors are asked to help with planning games or writing up the evening devotions.
- Attend MC Sask pastor gathering each spring and fall – one full day each time

Once per year:

- Early January write the year-end report for church semi-annual report booklet.

- Coordinate with our youth graduates when it would work best to have the High School Graduation Recognition (usually end of May or beginning of June). This is done during morning worship. Purchase cards and gifts for the graduates to present at the recognition time.
- Attend high school graduation ceremonies of the youth.
- Lead Bible teaching at Camp Shekinah one week per summer
- Camping trip for youth once per summer
- Attend PIT (Peace-It-Together) at CMU with the youth once per year (This will be going to an every 2nd year rotation on the off years of youth assembly).
- Gather youth list information for the coming year and make invitations for each new youth. Make and give copy of youth list to youth coordinator and pastor.
 - *Our youth group is grades 8-12.*
- Decide on and submit "Youth Group and Youth Sunday school" budget together with youth coordinator in November.

Every second year:

- Attend Mennonite Church Canada Youth Assembly with the youth every 2nd year. This includes gathering information to pass along to youth; gauging commitment of those interested and planning future fundraising; fundraising throughout the year; doing the preparation Bible studies and making a covenant before leaving for the assembly.
 - *Our youth group does one whole service per year on the off assembly year and 2 with the reporting Sunday when there is an assembly. They are involved in other parts of worship throughout the rest of the year – dramas, scripture reading, ushering/greeting, co worship leaders, co sound operators, sharing thoughts, etc.*

Ongoing through the year, as needed:

- Participate in any learning/course opportunities that may arise.
- Occasionally asked to speak at RJC (Rosthern Junior College) during chapel time.
- Plan youth worship service and other worship related items such as dramas/readers theaters when asked by Worship Committee
- Pastoral team phone calls/visits as needed
- Fill out reference forms/follow up phone calls as needed by youth and young adults for schooling, service opportunities, or job applications.
- Take youth out for coffee - near their birthdays and other times, if needed.
- Make personal birthday cards for each youth.
- Gather receipts from costs related to youth events, sundries, professional development and submit list of expenses and receipts to treasurer.
- Take the recycling to Sarcan when box is full. Ask for receipt and then submit funds through the church offering in envelope.
 - *Sarcan is our city refundable recycling depot. This is a year-round fundraiser. People from the church bring their refundable recycling to church and then I deliver it, as needed.*