

Bethel Christian Reformed Church
Job Description for Youth Director
(Updated as of June 2026)

Mission of Youth Ministry

The mission of youth ministry will be to strengthen the body of believers by helping students and young adults develop an intimate relationship with our risen Savior, Jesus Christ, so they will radiate His joy, His holiness, and His love to others. The ultimate desire of Youth Ministry for Bethel will be to help train, develop and guide student and young adult leaders to be servants and disciples of our Lord Jesus.

The mission statement will be implemented in the following ways:

- 1) Develop a ministry, which focuses primarily on the relational aspect of ministry rather than a programmatic one.
- 2) Once relationships are built, leaders will strive to mentor students. (DISCIPLESHIP)
- 3) Provide opportunities for fun and social interaction among Christian young people. (FELLOWSHIP)
- 4) Provide direction and help students who are dealing with various issues in life. (ENCOURAGEMENT)
- 5) Provide opportunities for students to put their faith into action. (SERVICE)
- 6) Equip students with tools to effectively share their faith with others. (EVANGELISM)
- 7) Provide activities and events in which students can invite friends to attend and discover Jesus Christ. (OUTREACH).
- 8) Provide opportunities for students to spend time worshipping God in a musical or artistic format to ensure all students can engage Him. (PRAISE/WORSHIP)

Goal of Director Position:

The Youth Director is to be a person whose primary purpose in ministry is to lead youth and young adults into a closer relationship with God (through the working of the Holy Spirit) and help develop them into Christian leaders. This relationship in turn will lead to an acknowledgment of Jesus Christ as Lord of their life and profession of faith. In order to accomplish this, he/she must be a leader, a teacher, a recruiter, a motivator and a coach. He/she must be a loving and caring example to youth by being a good listener, a gentle counselor, and a prayer partner, able to empathize in their sorrows and joys, and be consistent in their emotional ups and downs.

Purpose:

The purpose of a written job description is to give the congregation and the Youth Pastor/Director a clear understanding of work expectations. The job description protects the Youth Director from being assigned tasks beyond his/her immediate responsibilities. The job description also gives the congregation a specific way to evaluate the work performed by the Youth Director.

This job description has been designed for that of a full-time position. Council must approve any major changes to the job description.

Qualifications:

Council for Bethel needs to ensure that they are committed to hiring the best possible candidate to fill the position of Youth Director. Criteria to be considered in the evaluation process shall include the following:

- Spiritually, he/she must be a professing believer in the Christian Reformed Church who walks with the Lord on a daily basis and who is an example to the church and local community.
- He/she must have confidence in God's calling to this ministry.
- He/she must accept the Bible as the Infallible Word; the full and complete revelation of God.
- He/she must be in agreement of the statement of faith and the creeds of the Christian Reformed Church and will become a member of the Bethel Christian Reformed Church.
- He/she must display a love for and the ability to work with youth, young adults, volunteer leaders, parents, council and demonstrate intelligence and sound judgment.
- Must be able to motivate youth and possess good organizational and communication skills.
- Good ability to work in a team environment.
- Develop relational ministry with youth and young adults.
- If possible, he/she should have a minimum of college/university degree with at least one year of training in youth ministry, educational administration, Bible and theology. Preference would be given to an individual that has previous experience working in youth ministry (even if that includes time spent as a volunteer).
- In the absence of any degree the qualified individual should have attained equivalent experience having worked with youth for at least three to five years.

Training and Development:

The Youth Director is to keep him/herself and the volunteer leaders informed of current trends and development in youth ministry and leadership training by attending professional development courses each year.

Accountability:

No job description can cover every situation or circumstance in ministry. This accountability section of the job description describes the process by which the Youth Director can function at his/ her potential within the church. Depending upon how this ministry develops this aspect of the job description may require further evaluation after one or two years.

The Youth Director will report to Council on a monthly basis and attend their meetings on an as needed basis to communicate plans, goals, and areas of concern. The Youth Director will also be asked to make a report at congregational meetings. The Youth Director is accountable to Council.

Council will evaluate the Youth Director position annually with input from youth leaders and youth group under the direction and support of the Human Resource Committee. A written report will be provided and reviewed with the Youth Director each year. This will also include annual review of remuneration package, taking into consideration performance, experience and inflation adjustments.

Should the Youth Director feel mistreated by staff, church member or committee in the congregation, he/she may discuss any grievances in confidence with the Executive of Council (or with the HR Committee).

Responsibilities:

1. Recruit, train, encourage, support, and lead lay people in the various youth-related volunteer ministries within our congregation.
 - a) Provide training sessions for adult leaders and youth volunteers involved in youth and young adult ministry.
 - b) Work with the adult youth leaders to identify and recruit volunteer youth workers.
 - c) Make use of youth ministry resources such as youth worker's magazines, periodicals, and website resources (including Therefore Go)
 - d) Lead the group spiritually (organize devotions, challenge youth to participate in worship, organize praise teams, etc...)
2. Youth Group Night – Currently held every Wednesday night of the school year.
 - a) Pray for youth individually and corporately both in their presence and in private.
 - b) The Youth Director takes a large responsibility for this night. It should be the focus of the week. It brings together youth for a social gathering, but more importantly it should challenge them in their faith. It should also be a night to welcome friends of the youth into the group.
 - c) The Youth Director will co-ordinate all aspects of the youth ministry programming with the goal of developing young people's spiritual, social, physical, and emotional wellbeing.
 - d) Organize a "fun night" approximately once a month. (i.e. laser quest, tubing, games nights, etc ...)
 - e) Attendance must be taken for every youth group activity as per the Safe Church Policy.
3. Meetings and Activities: The Youth Director together with volunteer Youth Leaders will:
 - a) Help organize the meeting and come prepared with topics to discuss.
 - b) Help organize a once-a-year retreat before the youth season commences. Here they will plan the whole year (i.e. layout of meetings, events, fundraisers, and assign positions and duties for adult and student leaders).
 - c) Help to organize the fundraisers the youth group undertakes. Parent volunteers are also expected to help out in this area.
 - d) The Youth Director will help to promote and coordinate attendance of special events the youth group attends, such as Fall Retreats, Convention, Serve, ...etc.
 - e) Help organize and attend Youth Serve Trips.
 - f) Meet quarterly as leaders to provide mentorship, encouragement, discernment, and growth.
 - g) Host two Youth led worship services for Classis Huron. One service will be in the Fall and one in the Spring. Participation will depend on the interest and skills of the youth.
4. Communication within the Church
 - a) The Youth Director will show an interest in the lives of youth, and an excellent way to do this is by meeting with them one-on-one, taking into consideration any policy held by the church in regards to abuse prevention policy.
 - b) The Youth Director will communicate effectively through a variety of social media platforms (Facebook, Instagram, Newsletters). Professional discernment is required to ensure messaging and branding are within the Bethel CRC policies.
 - c) The Youth Director will encourage youth to be involved in church-run activities, such as Vacation Bible School, Sunday School, Gems or Cadets.
 - d) He/she should maintain contact with Gems and Cadet leaders to keep them informed of events that may be of interest to young teens, with the goal of encouraging these teens to attend youth group in the future.
 - e) The Youth Director will be encouraged to periodically submit an article into the church's newsletter, Bethel Bugle.
 - f) Youth Director is expected to attend weekly staff meetings with Lead Pastors and other church staff.

5. Communication with other Youth Leaders

- a) The Youth Director will encourage the youth group to participate in events organized by Classis Huron and by the Youth Collective in Listowel. This exposes the Bethel CRC youth group with youth groups from around the region, encourages new friendships, and also spiritual growth.
- b) The Youth Director will make efforts to organize the events with other youth leaders from the Listowel Youth Collective or at least arrange rides and attend most of them.
- c) Network with other Youth Pastors and Youth Leaders in the Listowel Youth Collective.
- d) Attend any Youth Collective or Classis Youth leaders' meetings.
- e) The Youth Pastor will also try, where appropriate, to have the Youth or Young Adults involved within the local community (i.e. Youth for Christ Ministry) recognizing that we are part of the larger Christian community and need to be a shining light unto others.

6. Young Adult Ministry for Bethel

Young adults represent those young adults that no longer attend youth group. This group typically represents those that are over 18 years of age and are not married.

Areas for consideration include:

- a) The Youth Director should be involved in encouraging and fostering small group ministries for Young Adults.
- b) The Youth Director will show an interest in the lives of young adults and an excellent way to do this is by meeting with them one-on-one, taking into consideration any policy held by the church in regards to abuse prevention policy.
- c) The Youth Director will also encourage the Young Adults to participate in Events organized in the Region.
- d) Maintain periodic contact with young adults in college/university alongside the C. U. from home team.

7. Build relationships with the parents of the youth and other pastoral staff

- a) The Youth Director may be asked to periodically meet with elders to address concerns for youth and young adults so that relevant issues for these members of the congregation are made known and reviewed by elders. Elders also should inform Youth Director of any concerns that they receive from home visits with parents. This will be explored over time with council.
- b) Collaborate in the care for youth and parents in times of crisis such as sickness, death, or other situations where youth and/or parents need support.
- c) When it comes to family pastoral concerns, the Youth Director should share concerns with the Lead Pastor(s).

8. Attend workshops and personal growth conferences to stay informed on new and effective ways to implement ministries.

9. Maintain a close relationship with Lead Pastor(s) for Bethel CRC identifying areas where he/she may require assistance from the Lead Pastor(s) and opportunities for the pastor to address concerns within council and or the congregation that affect youth ministry and young adults.

10. Pastoral care needs to be considered when dealing with youth and young adults. The Youth Director must exercise care in this area since he/she may lack formal training. It is important to work closely with the lead pastor(s) or associate pastor (as applicable) and/or elder in this area. It is also important to ensure that the Youth Director maintains confidentiality when dealing with pastoral care issues.
 - a. The Youth Director should remember that they are not a trained counselor and, as a result, they are not permitted to provide therapy. However, they are encouraged to be a listening ear, provide scriptural advice, and point individuals to external professional help when needed.
 - b. If a person is discovered to be a harm to themselves or others or is being harmed the Youth Director and all other adults are required by law to share their concerns with the appropriate authorities. After the concern has gone through the appropriate channels the Youth Director may consult the Safe Church Committee for further assistance.
11. Communicate on a continual basis with youth and young adults that are not part of current youth group or young adult group.
12. The Youth Director is expected to abide by the Lifestyle Policy in place for all Bethel employees.
13. Periodically participate and engage in worship services. Duties may include music ministry, congregational prayers, scripture readings, or responsive readings as examples.