

## **Christ Church Fox Chapel Job Description**

Title: Assistant Youth Minister  
FLSA Status: Non-Exempt Part Time

### **Job Purpose & Reporting Structure**

The purpose of Youth Ministry Assistant position is to help provide leadership in the coordination and implementation of youth ministry programming for students ages 6-12<sup>th</sup> grade. A primary goal of the youth program is to assist youth in growing deeper in their relationship with Christ and their understanding how Christ is at work in their lives.

The position reports to the Youth Minister.

### **Qualifications & Skills**

- Affirms the Christian Faith as outlined in the Nicene Creed and 39 Articles of Religion.
- Energetic and enthusiastic about working with students within the church
- Proven ability to teach and minister to this age group
- Theological education desirable
- Possess excellent organizational, time management, and communication skills
- Demonstrates adaptability & flexibility
- Has strong interpersonal and relationship skills
- Comfortable working as a part of a team
- Able to utilize technology in a number of different ways (i.e. managing a social media account, operating a sound system, etc.)
- Musical ability (vocal or instrumental) a plus

### **Primary Responsibilities**

- Work in conjunction with the youth minister to create a space where students can grow deeper in their faith journey while also gaining a greater sense of Christian community.
- Assist in planning, preaching, teaching and leading weekly youth group gatherings
- Assist in planning and leading special activities & events
- Assist in documenting activities and maintaining Youth Group social media account(s)
- Facilitate a safe environment by implementing CCFC's child safety procedures effectively

## **Explanation of Duties**

### **Qualifications & Skills**

- Able to articulate the Gospel in concrete terms and understand its implications for everyday life.
- Able to articulate the narrative arc of Scripture and interpret passages in light of God's story of redemption.

### **Responsibilities**

- Attend weekly leadership prayer meetings before youth group gatherings
- Promote a warm, welcoming environment by engaging students in conversation, participating in games, etc.
- Teach weekly small group breakout after group teaching
- Help to lead group games/activities
- Deliver group teaching six times per year
- Lead youth group gatherings in Youth Minister's absence 4x per year.
- Help the youth ministry team to clean up after every gathering

### **Group Activities & Special Events**

- Attend & help lead spring & fall retreats
- Mission trip
- Evangelistic events
- Aliens games

### **Create & Maintain a Safe Environment**

- Ensure safe and healthy classroom/small group environments by following CCFC's child protection policies.
- Ensuring the cleanliness of all children's ministry classrooms and supplies
- Ensure that all equipment is in good repair and safe.
- Maintain storage areas in an orderly manner.
- Maintain accurate records of student allergies & medical conditions, keeping first aid kits stocked, and ensuring that caregivers are aware of all health-related dangers.