

MGBC Part Time Youth Leader/Intern/Assistant
Job Description
Myrtle Grove Baptist Church
Pensacola, FL 32506.

Revised
4-20-22

Principle Function:.

The part time Youth Leader is responsible to assist the Next Gen Pastor in developing, promoting, and administering a comprehensive ministry to the youth of Myrtle Grove Baptist Church.

Qualifications: The Part Time Youth Leader shall:

1. Be a person fully devoted to God and committed to Biblical Christian principles and teachings and be highly motivated to share Christian ministry,
2. Have a demonstrated experience in church based leadership,
3. Have a minimum of two years of college and or an associates degree,
4. Have the ability to work with other staff members and volunteers as a team,
5. Demonstrate quality leadership and motivational skills,
6. Be knowledgeable of legal, ethical, and safe practices that minimize the church's liability,
7. Have the ability to multitask, discern priorities, respond appropriately, sensitively, and proactively,
8. Be able to maintain composure under pressure,
9. Have the ability to listen effectively and communicate clearly both orally and in written form,
10. Have a caring heart and desire to help comfort those who are hurting and broken,
11. Be able to keep a high level of confidentiality,
12. Be proficient with current technology and communication tools, and
13. Pass the Myrtle Grove Baptist Church background check.

Relationships: The part time Youth Leader shall:

1. Be responsible to the Next Gen Pastor for functional and assigned duties,
2. Along with Next Gen Pastor, meet with parents, The Youth Leadership Team, all Youth workers, or other church members as needed for the benefit of the spiritual growth and life skill development of youth,
3. Assist Next Gen Pastor with scheduling of the use of the church facilities for youth activities with the Church Administrator and other leaders as appropriate,
4. Read, understand, accept, and follow Myrtle Grove Baptist Church Constitution, the Myrtle Grove Baptist church By-Laws, the Myrtle Grove Baptist Church General Policies and Procedures Manual, Myrtle Grove Baptist Church Risk Management Procedures, Family Life Center Manual, and the Personnel Manual,
5. Have an annual performance review or exit performance review by the Next Gen Pastor and forwarded to the Personnel Committee for review, and
6. The duties of the Part Time Youth Leader's Job Description may require revision from time to time and can be done in consultation with the Part Time Youth Leader and the Personnel Committee. All changes shall be approved by the church.

The Part Time Youth Leader shall:

1. Plan and lead Sunday morning, Sunday evening, and Wednesday evening youth activities,
2. Assist Next Gen Pastor in organizing Youth Sunday school curriculum and teacher activities,
3. Teach Biblical truths,
4. Assist Next Gen Pastor in Biblical, Spirit filled worship time,
5. Attend and assist Next Gen Pastor with other youth activities such as:
 - a. Friday Escambia High School FCA
 - b. Open gym

- c. Youth activities during the school holiday periods
 - d. At least 1 of the following for youth
 - i. Summer trips - CentriFuge, MFuge, Student Life Camp, or other
 - ii. Mission trips - as the opportunities arises for trips that are planned by the church mission committee
 - e. Other activities that are deemed beneficial or necessary for developing student disciples,
6. Youth Outreach:
- a. Under the Next Gen Pastor's guidance, develop and implement a program for youth outreach to reach all unchurched youth
 - b. Maintain contact with youth group members, and
7. Give Spiritual guidance whenever needed:
- a. Act as a spiritual mentor and guide for youth, parents, and others in the church.
 - b. The youth leader shall not be required to meet with any persons in any manner that would be considered excessive or improper
 - c. Any requests for conference or council for personal or family issues shall be referred to the Next Gen Pastor,
8. Youth protection Issues:
- a. Ensure the safety of young people in accordance with MGBC Risk Management Manual
 - b. Report all cases or allegations of sexual or other child abuse to the Senior Pastor
 - c. Take action in accordance with the Myrtle Grove Baptist Church Risk Management Plan when abuse is reported or suspected,
9. Perform other youth activities as directed by the Next Gen Pastor,
10. The part time Youth Leader shall be paid for hours worked and shall not exceed 10 hours per week,
11. The part time Youth Leader shall report time worked on a time card for each pay period,
12. Some time may be needed off campus for preparing lessons and planning; this time shall be noted on time card separate from on campus time,
13. More time may be required for special events (youth camp and other youth activities) but not to exceed 80 hours for the year. This time must be approved by the Next Gen Pastor, Senior Pastor, or Minister of Education and Administration,
14. When more time is needed for special events the maximum hours worked shall not exceed 40 hours per week,

- 15. There are no paid holidays,
- 16. There is no paid vacation time, and
- 17. There is no paid sick time.