

# Associate Minister Job Description

**Meadow View Church of Christ**  
**P.O.Box 87 6750 Raiders Rd.**  
**Fazeysburg, OH 43822**  
**740-828-2536**

**I. Purpose of Position:** To help lead the church, by example and instruction, to a saving knowledge of their Lord and Savior Jesus Christ. To encourage and assist them in becoming a Christian and help them develop their personal relationship with Jesus Christ.

## **II. Duties and Responsibilities:**

- Plans, organizes, coordinates and administers all aspects of the Youth Ministries at the Meadow View Church of Christ. This includes recruiting and training teachers, youth sponsors, and helpers, as needed, to better ensure adequate staff and a successful Youth Ministries program.
- Assumes responsibility for ensuring staffing during Sunday morning services for the Nursery, Wee Church/Junior Church and other scheduled youth classes or services. Teaches Sunday school and participates in the Wee Church/Junior Church teaching rotation, as needed.
- Assumes responsibility for Youth Activities/Events occurring away from the church. These include, but are not limited to, Church camp, Christian concerts, athletic activities, Bible College tours, Special Youth Group meetings, etc. Ensures safe transportation arrangements and parent permission slips are completed as required.
- Organizes and personally participates in the home visitation of our youth.
- Provides leadership, confidential spiritual counseling, and is a role model for our church and community.
- Prepares and timely submits an Annual Youth Program Budget request to the Elders for consideration and inclusion in the Annual Church Budget. Monitors and ensures Youth programs/activities are within budget or requests additional allocations through the elders.
- Prepares and timely submits Youth program announcements and articles to the Church Secretary for inclusion in church bulletins. Monitors the church website to ensure information on the Youth program and its associated activities/events are accurate and up to date.
- Assists the Evangelist with special programs and activities scheduled at the church, as needed. Coordinates Youth program activities and events with the Evangelist to avoid conflicts in scheduling.
- Given advanced notice, prepares and presents a sermon from the pulpit each quarter or when needed to cover the authorized absence of the Evangelist.

- Attends Church Board meetings, Annual Congregational meeting, and other special meetings as required.

### **III. Controls Over Work:**

- The Associate Minister works under the oversight of the Elders and the direction of the Church Evangelist. He is expected to exhibit a high degree of initiative and independence in performing his assigned duties and responsibilities.
- The Associate Minister keeps the Evangelist informed of scheduled activities, events, changes in work schedule, and any problems that need higher level attention. The Evangelist is available to provide advice and counseling, when requested.

### **IV. Other Significant Facts:**

- The Associate Minister will be encouraged to attend conventions, workshops and seminars that pertain to Christian Youth programs and activities so as to provide growth and fresh input to that ministry. The church will cover the expense of these self-development activities but they must be reviewed and approved, in advance, by the elders.
- The Associate Minister is expected to present an orderly appearance and be in compliance with ethical, legal, moral and biblical principles of the Bible. Personal action bringing discredit upon self, the congregation, or the Meadow View Church of Christ as an institution, may be cause for termination.
- The Associate Minister will be subject to a probationary period as determined by the elders and communicated at the time of selection.
- The Associate Minister will receive an Annual Performance Evaluation conducted by the elders with input from the Evangelist. Results of this evaluation will serve as a basis for other actions such as pay raises, recognition awards, promotions, warnings, removal, etc.
- Benefits and entitlements associated with this position will be explained at the time of selection and appropriately documented.

Though not required, a plus would be the ability to lead contemporary worship with praise team and band; to plan and lead weekly Praise Team practices, and to coordinate music, specials, and videos for Sunday morning services.

**Approved by the Eldership.**

**Date: March 13, 2007 Updated: January 2, 2013**