



Title: Youth and Media Minister

Supervision: Senior Minister (weekly operations)
Elders (administration)

Position: Ministerial, Paid Part-time

Objective: The Youth and Media Minister is responsible for the development and implementation of youth-oriented programs for evangelism, spiritual growth and service opportunities focused on junior high and senior high school students. They'll assist other staff in the preparation of multimedia for various uses and responsible for maintaining the social media presence of the church at large. They'll also recruit and equip volunteers for work in both youth and media aspects of the ministry.

Characteristics: The Youth and Media Minister is a confessed believer who has a growing personal relationship with Jesus Christ. They need to be "called to lead" the youth and media ministry through their abilities and spiritual gifts. They should have a desire and temperament to work with junior high and high school youth. They should have or currently be working towards a degree in vocational ministry. They need organizational skills including the ability to plan, delegate and work with volunteers as well as a basic working knowledge of social media applications, audio/visual equipment and media software utilized for church events or services.

Responsibilities:

1. Provide organization, direction and coordination of junior high and senior high school youth group meetings on Wednesday evening and Sunday morning.
 - a. Prepare lesson plans and materials for distribution to youth.
 - i. Lessons are to be reviewed and approved by church leadership prior to implementation.
 - b. Plan, organize and lead monthly opportunities for youth events or outreach in the Mayes County, Oklahoma community.
 - i. Events and outreach opportunities are to be reviewed and approved by church leadership prior to implementation.
2. Encourage participation and growth within the youth group. Encourage unity within the church body, personal spiritual growth and development of a personal relationship with Jesus Christ.
3. Work towards developing personal relationships with youth group members and families.
 - a. Occasionally attend school activities outside of regular church times or events organized

by other church ministries or other local church youth ministries.

4. Coordinate and provide staff or volunteers with multimedia announcements for various church activities or ministries.
 - a. Weekly in-person meetings with staff to review current and upcoming multimedia needs and schedules.
 - b. Produce and distribute multimedia in digital format for church use according to agreed instruction and schedule.
 - c. Update and post to multiple church social media platforms according to agreed instruction and schedule.
5. Coordinate with church leadership and staff to provide a routine social media presence for the church.
 - a. Weekly consultation with church leadership to discuss topics and/or weekly interests. Some topics may include weekly lesson scripture, inspirational media, suitable humor, church history, or similar.
 - b. Prepare bi-weekly routine and/or nonspecific social media posts intended to generate traffic (interest) in the church's social media presence.
6. Sunday morning; assist staff and audio/visual volunteers with multimedia during service for announcements, lesson material, worship time or special events.
7. Notify staff of required absence and assist with replacement staff or volunteers as needed.

Weekly Availability and Commitments:

Day	Location	Start	Finish
Wednesday Staff Meeting	Office	3:00 pm	4:00 pm
Wednesday after school (social time only)	Youth Room	4:00 pm	6:00 pm
Wednesday Youth/Children's Dinner	Fellowship Hall	6:00 pm	6:30 pm
Wednesday Youth Service and Hangout	Youth Room	6:30 pm	8:30 pm
Sunday Praise & Worship Service	Auditorium	9:00 am	12:00 pm
Sunday after church (social time only)	TBD	Time as available	
Weekly commitment for multimedia and social media	Home or Church Office	Assumed 8 hours	