

## Role Description & Accountabilities

- Running youth social media (posting & reposting NC content)
- Plan to Protect implementation for all volunteers.

<b>Name:</b>	<b>Working Relationships: Lead Pastor, Staff, and Volunteers</b>
<b>Role Title: Youth Pastor</b>	<b>Reporting to: Lead Pastor</b>
<b>Terms of Employment: Part Time - 6.5 hours week</b>	<b>Direct Reports: Volunteers</b>
<b>Date Revised: September 2025 Date Effective: September 1, 2025</b>	<b>Team Partners: All staff and volunteers</b>

**Focused Ministry Area Description:** Establish the youth ministry for a new church in the Ottawa area. Under the core values established in the constitution of Neighbours Church and in fellowship with the ACOP, reporting to the lead pastor.

### **Focused Ministry Area Accountabilities (100%):**

- Adhere to Church Membership, privacy policy, plan to protect, church constitution and statement of faith
- Spiritual oversight of youth
- Credentialed with the ACOP if over 19
- Sunday services (volunteer roles & connecting with youth)
- Managing/Recruiting team
- Christmas Eve Service and Good Friday
- Handling confidential information and being accountable to the lead pastor
- Able to foster a team environment and deal with varying personalities
- Weekly connect with lead pastor
- Curriculum selection for youth program
- Running weekly youth program
- Creating and coordinating volunteer opportunities for youth
- Weekly check-ins with youth through online platforms
- Weekly invitation send out for youth/parents and upcoming events
- Coordinating transportation for youth (ensuring everyone has a safe way to get to and from youth)

### **Fundraised Compensation:**

- Ministry allowance \$1,500, approval by lead pastor
- 1 Conferences of lead pastors choosing
- 3 weeks vacation + 2 Sundays off
- No benefits if not working 60% of full-time
- IP (Intellectual Property) owned by you once church has got fair use of time put in at work

### **Actual Work Schedule:**

- 2 hours Sunday, 10am-12pm
- 3 hours for youth group night, 6:30-9:30pm
- 1.5 hour prep for youth, posting youth social media & connect with youth/parents in week