

**SUMMARY:** The primary purpose for this position is that individuals would grow in their competence and confidence and be better equipped for ministry in the local church. This will be accomplished primarily through engaging with middle school and high school-aged youth in our church and in the community, welcoming them into our youth group through events and activities, and helping them grow and become more like Christ all while being disciplined and mentored along the way. Key responsibilities include ministry planning, working with youth and volunteers, and teaching youth, relationships with families, and creating a Christ-like environment for all youth to feel welcomed and loved.

**FOCUS AREA:** Middle School (Grades 6-8) and High School (Grades 9-12)

**PRIMARY RESPONSIBILITIES and ESSENTIAL FUNCTIONS**

1. As consistent with the mission of New Life Community Church (NLCC), provide meaningful, effective, and age appropriate programming that allows youth to grow into Christ-likeness
2. *Make a personal connection with every middle school and high school student at New Life*
  - a. Contact every student (by phone, text, personal conversation) and do something meaningful with them
  - b. Build and deepen relationship with students in the midst of programs and Bible studies
3. *Coordinate and collaborate youth programming and events with youth ministry volunteers:*
  - a. Plan and execute at least one (1) regular youth group meeting/event every other week as well as 2-3 larger events or outings throughout the course of the internship
  - b. Coordinate and consult with youth volunteers and supporting adults
  - c. Teach the youth group Biblically-sound messages
4. *Fill communication and administration roles for New Life Youth Ministry.*
  - a. Communicate with students and parents about all youth group related information.
  - b. Manage and maintain a youth group social media account and/or Slack channel (if applicable)
5. *Track expenses and maintain the youth ministry budget*
  - a. Maintain a professional expense account for outings and connections with youth
  - b. Biblically steward the YM budget to advance the Kingdom through wise use of resources
6. *Maintain ministry specific facility spaces that are safe, modern, creative, functional, technological, and welcoming.*
  - a. Maintain the youth room in terms of safety, security, functionality, creativity, and activity
  - b. Stock cleaning and snack supplies.
  - c. Act safely so as not to impose a direct threat to the health of children and other people in the workplace.
  - d. Bend, reach, climb, stoop and lift 50 pounds
7. *Continue to grow and develop personally and in context of leading the ministry.*
  - a. Commit to the practice of spiritual disciplines including prayer and personal devotion time.
  - b. Possess an ongoing awareness and understanding of best practices in the ministry while maintaining consistency with Biblical practices.
  - c. Become acquainted with the inner workings and gain a better understanding of the church
  - d. Meet weekly (at least one hour) with the Lead Pastor for ministry mentoring.
8. *Serve as the needs of the overall ministry of New Life require.*
  - a. Maintain an open posture for new or changing responsibilities while New Life grows.
  - b. Where appropriate, assist with pastoral care needs youth for the church.
  - c. Serve as needed in a hands-on, interruptible, physical, behind-the-scenes and supportive posture.
  - d. Participate in, vision development, strategic thinking, and planning meetings with New Life staff

**QUALIFICATIONS**

1. Expresses through actions and words, a committed faith in Jesus Christ as Lord. Exemplifies a Christ-like lifestyle. Lives and serves out of a Biblical worldview.
2. Is committed to the mission and vision of New Life Community Church.
3. Complies with the New Life Community Church statement of faith.
4. Attends New Life Community Church regularly.
5. Is called by God to work for the church in a servant-hearted manner.
6. Has love and compassion for youth and a desire to lead them in their spiritual growth.
7. Is spiritually gifted and equipped for the role, with gifting in areas of leadership, administration, and teaching.
8. Relates well with youth and families.
9. Possesses the interpersonal and teamwork skills necessary for working well with others.
10. Maintains an open and submissive posture with leadership and peers.
11. Leads well with a combination of grace and truth.
12. Has completed high school education, preferably 2-years removed from high school
13. Competent in use of current technology communication and ministry methods.

**EXPECTATIONS**

1. Continue to grow and develop personally and in context of leading the ministry.
  - a. Commit to practice of spiritual discipline including prayer and personal devotion time.
  - b. Possess an ongoing awareness and understanding of best practices in the ministry and growth of children in churches, schools and other environments.
  - c. Maintain awareness of current trends and cultural realities as related to youth in society.
  - d. Complete office administrative tasks including operation of standard equipment.
  - e. Communicate fluent English through verbal and written means with a variety of people.
  - f. Maintain general aptitude in a variety of computer software applications used for communication, record keeping, and creation of materials.
2. Interact with people and generally behave in ways essential to effectively minister as church staff.
  - a. Maintain excellent communication and work cooperatively with other staff, Pastor, and Leadership Team.
  - b. Handle sensitive and confidential situations with poise, tact, and diplomacy.
  - c. Handle constructive criticism in a mature and biblical manner that does not diminish self or others.
  - d. Lead with a humble, authentic, and spiritually mature presence.
  - e. Serve as needed in a hands-on, interruptible, active, behind-the-scenes and supportive posture.
  - f. Advance New Life Community Church vision and goals with regard the this ministry

**SUPERVISED BY:** Lead Pastor

**HOURS:** 10hrs/week, Fall/Spring Semesters (flexible start date)

**SALARY:** \$12.50/hr

*The purpose of this job description is to communicate the expectations of the intern in regard to job-related responsibilities. This job description should not be considered a contractual agreement. The qualifications, responsibilities, hours of work and specific duties may be changed or modified from time to time and may be initiated by either staff member or supervisor, with all final changes approved through the supervisor.*

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Intern Signature

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Date