



Job Title	Ministry Site Leader		
Employee's Name			
Supervisor's Name & Title			
Date Prepared		Date Modified	
Department		Division	
Location		FT/PT Status If PT, # hours/week	10 hours a week
		Job Grade	

Position Purpose	This position exists to reach 11-19 year olds with the Gospel through authentic Christ-sharing relationships by leading Campus Life ministry within the local community.
Estimated % of Time	Essential Job Functions and Duties
	<b>WEEKLY POSITION RESPONSIBILTIES</b>
Direct Ministry	<p>All ministry, ministry preparation, and planning to conduct effective outreach YFC ministry to local 11-19-year-old students focusing on specific RMA's.</p> <p><i>Responsibilities:</i></p> <ul style="list-style-type: none"> <li>• Engage in Relational Ministry Actions with students: <ul style="list-style-type: none"> <li>○ Contacting</li> <li>○ Building Times</li> <li>○ Appointments</li> <li>○ Small Groups</li> <li>○ Student Leadership/ Core</li> <li>○ Club</li> <li>○ Trips</li> </ul> </li> <li>• Engage with students on Social Media Platforms</li> <li>• Club and event planning</li> <li>• Participate in the planning and execution of Chapter wide events</li> <li>• Develop a Core Team</li> <li>• Obtain or create curriculum, as needed</li> <li>• Decide on delivery of curriculum</li> <li>• Obtain supplies for games, prizes, etc.</li> <li>• Implement the Five Essentials in your site(s): Widespread Prayer, Loving Relationships, Faithful Bible Teaching, Collaborative Community Strategy, Adults Who Empower</li> </ul>

<p>Leadership Development</p>	<p>We are unable to execute effective student ministry if we ourselves and our leadership teams are unhealthy and not abiding in Christ. The development of your leadership team, and yourself, is vital.</p> <p><i>Responsibilities:</i></p> <ul style="list-style-type: none"> <li>• Conduct leader meetings once a month</li> <li>• Implement a volunteer communication plan</li> <li>• Schedule and conduct building times with your team</li> <li>• Hold a celebration event for your volunteers once a year</li> <li>• Recognize and thank your volunteers</li> <li>• Have two appointments with your volunteers annually</li> <li>• Hold leaders accountable for engaging with students</li> <li>• Pray with your team and individuals</li> <li>• Continue to seek out new volunteers</li> <li>• Take advantage of leadership resources (<i>books, podcasts, etc.</i>)</li> <li>• Attend training events each year (<i>RLC, MLC, etc.</i>)</li> <li>• Observe Abide Day once a quarter</li> </ul>
<p>Public Relations</p>	<p>In order to do successful youth ministry, it is vital to engage in relationship and communication with local professionals in your ministry area.</p> <p><i>Responsibilities:</i></p> <ul style="list-style-type: none"> <li>• Send a personal email to school administrators/counselors</li> <li>• Call local church leaders and ask how you can pray for them</li> <li>• Be in regular communication with the parents of your students</li> <li>• Be in touch with local community leaders (<i>town hall, Mayor, supervisors, administrative staff</i>)</li> <li>• Send a hand-written note to any of these leaders</li> </ul>
<p>Fundraising</p>	<p>It takes paid staff and leaders of all capacities to reach and maintain the annual budget set forth by our Chapter Board of Directors. Each staff is required to raise funds through various efforts to meet their set %, amount established at time of hire, or in the most recent performance evaluation.</p> <p><i>Responsibilities:</i></p> <ul style="list-style-type: none"> <li>• Monthly support letter</li> <li>• Participation in scheduled YFC Funding Events (<i>Celebrate Stories, Golf Outing, Year End, etc.</i>)</li> <li>• Face to face appointments</li> <li>• Personal Interaction</li> <li>• Technology Opportunities (<i>Text, Social Media Platforms, Email</i>)</li> <li>• Grant Opportunities</li> </ul>
<p>Administration</p>	<p>Administrative work is necessary to help us see success in direct ministry.</p> <p><i>Responsibilities:</i></p>

	<ul style="list-style-type: none"> <li>• Update Google calendar at least weekly</li> <li>• Meet with supervisor on bi-weekly basis</li> <li>• Impact online reporting</li> <li>• Attend staff meetings</li> <li>• Update mailing lists</li> <li>• Complete YFC Credentialing Process</li> <li>• Refer to Standards and Best Practices found in the Knowledge Base</li> </ul>

EMPLOYEES ARE HELD ACCOUNTABLE FOR ALL DUTIES OF THIS JOB

Job Requirements/Specifications	
Knowledge & Skills	
Education & Experience	
On the Job Training	As needed
Equipment & Software Utilized	Microsoft Office Suite, Microsoft Teams, Zoom, Impact
Travel Requirements	
Scope of Authority	
Manages Budget	Yes No If yes, which budgets?
Supervisory Responsibilities (#of individuals)	None

NOTE: This job description is not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with the job.