



Youth Ministry Appointments



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On 11 October 2010 the following Youth Ministry Practitioners affirmed this document's guidance for our Churches in appointing Youth Ministry Personnel.

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WHY YOU MIGHT NEED THIS GUIDELINE?

This material is provided to assist Churches in the process of appointing youth staff. While the Baptist Churches of SA provides moderation processes for Pastoral calls, often this is not accessed for Associate Pastor/Youth worker positions.

It can be assumed that youth ministry is a stepping-stone into “real” ministry. This may result in undervaluing the ministry or limiting the resources made available for it. It can also result in friction between staff over issues of career intentions or ambitions. In part this concept has arisen because many people who take up youth ministry appointments are young and move on to other things. However, this is a function of the youth of the person. It is not a function of youth ministry.

A Youth Pastor is not a stepping stone to the position of a “real” or “Senior” Pastor, nor is youth ministry a “second choice” ministry. Youth ministry is a specialised ministry and should be treated accordingly. There are specific issues of calling, vision, training, and experience that a Church should consider when employing youth ministry staff. It is common for Youth Pastors to see themselves committed to youth ministry for the long-term.

People appointed to youth positions carry less responsibility than a Senior Pastor. In many cases, they have not completed professional training. Often they are employed part-time. Because of these differences Churches sometimes take a more casual approach to the appointment of youth staff. This should not be the case. Unclear expectations on associate staff can lead to dissatisfaction and conflict. The process needs to be as thoughtful and thorough as it would be for a Senior Pastor. This Guideline is designed to encourage this. Greater care taken in appointing Pastoral team members is more likely to result in fruitful ministry.

Each Church will have it’s own set of circumstances in which a youth ministry ministry appointment is taking place. Use these Guidelines to work out your own procedure. There is no perfect or ‘right’ method. The main thing is to be aware of what your needs are and to be professional and thorough in your process. It’s about finding the best fit for your Church so that you can go on maturing. It’s worth taking seriously.

STEP 1: APPOINT PEOPLE TO GUIDE YOUR CHURCH THROUGH THE PROCESS

A small group leading the way

A Church needs to do three key things when employing someone:

- Create or review the position
- Seek candidates for the position
- Discern the best person for the job

It is helpful to have a small group of people lead the Church through these steps. This group listens to the community and provides leadership to the process. They are given authority to seek a Candidate and bring a recommendation to the Church community.

Choose the right people for the task

The search committee has a significant role in guiding the Church on a staff appointment.

Ensure the members are:

- Able to present the views of the constituency they represent ie youth leaders, parents, young people;
- Accessible to people in the congregation;
- Aware the process may take some time;
- Able to keep confidences;
- Willing to re-examine how things have always been done;
- Not closely associated with any prospective Candidate;
- at least one member of the Church's core leadership team (such as an Elder);
- there should be a young person on the committee.

The Role of the Senior Pastor

- The Youth Pastor on their appointment will join the ministry team the Senior Pastor leads, therefore it is vital to have the Senior Pastor involved in every step of the process. Given this vital role, it is usually the Senior Pastor who facilitates the appointment process. If not, it is important to discuss the Senior Pastor's role in the process.

Everyone still participates

Although a small group of people take responsibility for the appointment process, everyone in the Church should be able to participate, especially those directly effected by this decision. This can be done in a number of ways:

- Make sure everyone in the Church knows who is on the committee;
- Invite personal responses from people;
- Give regular progress reports;
- Interview particular people such as youth leaders, parents, young people about their experiences or expectations;
- Conduct surveys;
- Have open Church discussions.

STEP 2: ANALYZE WHERE YOUR CHURCH IS AT IN TERMS OF YOUTH MINISTRY

As your Church will no doubt have begun to think through the implications of seeking a youth appointment there are a variety of issues surrounding the process to consider. One of these is to examine why your Church feels it is time to make a youth appointment and where your current youth ministry is at now.

Having an accurate picture of what's happening currently in your youth ministry is crucial. The position you establish needs to take into consideration the foundation on which the ministry is to build. In order to gain an accurate picture, interview or survey key youth ministry stakeholders: talk to the current youth ministry team(s) and parents. If you have a current Youth Pastor, ensure you conduct an exit interview. It may be helpful for these people to complete a selection of the Worksheets.

In order to make such an evaluation, you need to know the criteria you are going to use.

- Will your benchmark be the youth ministry in the Church across town?
- Will it be your own experience of youth ministry when you were growing up?
- What biblical principles for being the People of God will influence your thinking?

Factors to consider when evaluating your youth ministry

It's not like the Church across town

It makes sense that we look at other Churches to get an idea of how we're going. Seeing the fruitfulness of another Church can provide a good challenge. But using others as the measure of who we want to become can be dangerous. We know not all Churches should look the same, but we can't seem to help feeling inadequate next to a Church with a large youth group and an overflowing worship service.

By all means observe what is happening in the broader life of the Church, but always return to your context and be creative about who you can be to the young people in your community.

Strengths

Too often Churches are driven more by a sense of inadequacy than by a conviction of promise and potential. Every Church will have strengths. The basis of the ministry is the message of the gospel and people of the gospel. If you have people being the Church you have strengths.

Strengths could include:

- Adults willing to befriend young people;
- Young families allowing youth to get to know their children;
- People ready to talk about questions of life and meaning;
- Grand-parent figures with time to talk and pray;
- A room in the Church that can become dedicated youth space;
- Freedom for young people to bring new ideas to programs and worship.

Evaluating for the future.

It is tempting to evaluate youth ministry according to what it looked like 20 years ago, but our context is changing. There's no need to constantly reinvent the wheel, but we must be careful not to assume that what was healthy 20 years ago will be healthy now or in another five years time. When considering the needs and opportunities for youth ministry, it should be done with a view to what it will mean for our young people to be the people of God over the next 20 years. How can we invite them into and equip them for that life?

WORKSHEET 2A: HOW WE GOT HERE



How long has the Church had an intentional youth ministry?

What has motivated you to have a youth ministry?

Over the last 10 years, who has led the youth ministry and how did they shape it?

What have been some of the successes and failures of the youth ministry at this Church?

What have been some of the changes to the youth ministry in the last five years?

What has led to the establishment or revision of this youth ministry position?

WORKSHEET 2B: WHO ARE THE YOUNG PEOPLE?



In total, roughly how many young people are connected to your Church community in some way?

Age	Male	Female	Total
Primary School 6 – 12.			
Secondary school 13 – 17.			
Young adult 18 – 24.			

Are the young people in the Church from the local area? If not, how far do they travel to participate in the youth program?

What primary schools, secondary schools, or tertiary institutions are in the area and which are predominantly attended by your young people?

What other significant youth services are in the area?

What are the needs of youth in your area?

What are the concerns of youth in your Church and community?



WORKSHEET 2C: WHAT WE'RE DOING NOW

What is the current structure of the youth ministry?

Does it include?

- bible study
- camps
- prayer groups
- intentional mentoring
- youth worship services
- social program
- community service
- schools work
- after Church fellowship
- sporting clubs
- leadership training
- youth board
- family ministry
- children's ministry
- other _____

What is the current mood amongst those involved in the youth ministry?

Who is currently responsible for the youth ministry?

What budget is available for the youth ministry?

In what ways is the youth ministry integrated into the life of the Church?

What relationship do parents have with the youth ministry?

How do young people come into contact with the youth ministry?

What outcomes from the youth ministry are hoped for?

WORKSHEET 2D: SWOT analysis



S Strengths	W Weaknesses
O Opportunities	T Threats

As a group:

Brainstorm your responses to each of the above categories.

Come up with two or three key factors in each category and think about how they will effect the skills and tasks you would like to see in the Candidate.

As a Church:

In addition to the search committee completing the exercise, you may like to invite a number of other Church members to write down their reflections on a sheet of paper and submit that to the search committee.

WORKSHEET 2E: WHAT’S DRIVING YOUR YOUTH MINISTRY?



What youth ministries are you currently committed to and passionate about? Why?

What youth ministries that were part of your Church programs until recently, are no longer offered? Why did they cease?

What is your understanding of the purpose of youth ministry in terms of the following passages?

- Deut 6:4-9
- Mt 25:31-46
- Eph 4:11-15
- Acts 8:26-38

Youth Ministry is often understood in two differing ways; nurturing of the Christian/ Church young people or reaching out to the un-Churched. It is not easy to find a good balance. Where will your Church see the priority of your Youth Ministry?

Nurturing|-----|-----|Outreaching

Are there new directions of youth ministry that you want to consider? (In your Church/In your community)

STEP 3: RE-EVALUATE THE PURPOSE OF YOUR YOUTH MINISTRY



It's not wise to assume that everyone in the Church knows why the youth ministry exists. When a Church identifies what is motivating their commitment to young people, they can correct unhelpful expectations before appointing someone to leadership of the ministry. The following paragraphs highlight a few issues worth keeping in mind as you consider your commitment to youth ministry.

Youth Ministry is not about saving our Church.

Our culture places a huge emphasis on youth being a sign of hope and health. Sometimes we think youth are the only sign of health and hope. When we buy into that message we can become desperate to have young people. When the youth ministry of a Church is being driven by a need to look healthy and relevant, there should be warning lights. Our youth ministry should not be a quest to make sure we (the Church) look good. Young people in a Church community will certainly bring growth. They will bring their own challenges and encouragement that will enrich everyone. The key motivation for youth ministry must not be our own growth but theirs.

- How will you feel if the young people you disciple become members/leaders in other Churches as life may take them elsewhere through relationships, study, jobs?
- How will you feel if you don't have the traditional signs of a 'good' youth ministry?
- In what ways do you expect the youth ministry to benefit the Church? What are the healthy aspects of those expectations and what fears or hopes do you need to be careful about?

We're all responsible.

One of the greatest discouragements in youth ministry is when too much responsibility for the spiritual life of young people is placed on the youth leader. Clearly youth staff are key to the youth ministry of the Church, however the nurture of young people is the responsibility of their families and indeed the whole community – our Church communities offer real opportunities for the "village to raise a child". The danger in appointing a youth leader is that the community can think it is 'off the hook'. It is good for the whole Church community to enjoy the privilege and responsibility they have for young people.

All ministries involve change.

The Church is living in changing times and young people are bringing different perspectives to what it means to 'do and be Church'. There are many who are experimenting with different forms of worship, community and discipleship.

A story goes of a young leader who was challenging a Church about their readiness for change when it came to seeing young people living out Christian faith.

"What would you do for youth ministry?" he asked.

"Anything", they said, "we'd even die for them."

"Would you change your music?"

"What, you can't change the music!"

Change is a difficult thing and often the Youth Pastor is right in the middle of it. The Church needs to know in what ways it is prepared to embrace change in order to reach out to any group of people. Will the Church be flexible for the sake of young people getting to know Jesus?

Mission, Vision and Values

The position you define must serve the purpose and vision of the Church. It is useful to reflect both on the direction of the Church as a whole and the direction of the youth ministry in particular.

Use the following worksheets to clarify your youth ministry's Mission and vision.

WORKSHEET 3A: MISSION



The Mission for our Ministries come from God and are encapsulated in verses such as:

- Matt 28: 16 – 20
- John 20: 19 – 23
- Colossians 1:15 – 20
- Ephesians 1: 1 – 23

Reflect on these verses together and discuss:

- What is the Core ACTIVITY God call us to?
- What OUTCOME(S) will God bring from this activity?

The elements of a Mission Statement are:

1. Intended outcome (purpose)
2. An overarching activity that supports the intended outcome
3. An intended target (or beneficiary) for the activity

Answer the following:

- Who are the TARGET of your youth Ministry?

- Describe the Core ACTIVITY God is calling us to in a way which 'fits' our youth ministry context?

- Describe the OUTCOME God brings from this activity in a way which 'fits' our youth ministry context?

Combine all three elements into a single Youth Ministry Mission Statement

Outcome (mission)	Target	Activity

WORKSHEET 3B: PREPARING YOUTH MINISTRY VISION STATEMENTS

Vision is focussed on what the Mission looks like in the Target of the mission (ie the Young People)

1. Describe future scenarios in the lives of young people that would indicate your ministry mission is being fulfilled
2. Describe Vision in terms of people starting or growing in their faith journey

Worship

Prayer

Community

Discipleship

Service

Outreach

SA Baptist Youth Ministries have [template Mission and Vision Statements](#) you can use as a starting point

WORKSHEET 3C: WHAT DO WE VALUE?



What Values really define the biblical beliefs, culture and ethos of your Church and Youth Ministry? Values define your Church's non-negotiable behaviours as well as provide the guideposts for navigating through challenging times. They set forth the “do’s” and “don’ts”, the “always, under any circumstances” and the “never, under any circumstances”. They are the essence of your Church culture.

Any person appointed to ministry in your Church must align personally with your core values. What makes a value core? The guiding principle is that if it were taken away “it would compromise the very existence and flavour of the organisation.”

From your reflections on your youth ministry, brainstorm what are the behaviours, qualities, characteristics, you believe are your youth ministry's non-negotiable essentials? (Your group will probably come up with a list of 20+ words)

Imagine you are starting your youth ministry up again. Brainstorm all the behaviours, qualities, characteristics, you would want your youth ministry and team members to have. (Your group will probably come up with a further list of 20+ words)

Your group should then combine and pare these lists down to the core 6-8 values that you can use to describe your culture, what matters to you. This will guide your decision-making. (Hint, don't just go for the ones that have the most votes, after consideration sometimes a value that someone has put up, but others didn't think of at the time, maybe just perfect for your ministry)

Then for each value each member of the group should answer these three questions:

- Describe what ... (insert the value) ... means to you;
- Describe the behaviours you believe will embody this Value;
- The results that will follow by people having/using this Value.

STEP 4: WRITE THE POSITION DESCRIPTION

Clarify the Position, Outcomes, and Conditions

While a Position description is necessary for the purpose of advertising, it also provides a full explanation of the role for candidates. This needs to outline lines of accountability, tasks and expectations, frequency of reviews, what support structures are going to be put into place. A [template Position Description](#) is available from the Baptist Churches of SA.

Clarify the kind of Ministry

Youth Ministry positions are given various titles from youth coordinator, youth worker, Youth Pastor, Associate Pastor in Youth and can fall into 2 categories:

No Religious Duties:

Religious Duties include “duties relating to the practice, study, teaching or propagation of religious beliefs”. If a role has no religious duties it cannot receive the Religious Institutions Exempt benefit. Therefore, for these roles it is inappropriate to use Pastoral Stipend recommendations. It is recommended these roles benchmark the salary package against the Community Services *Award*.¹ This is the industry standard for Community service roles and integrates responsibility, experience and training into its award levels.

Community Youth Worker

Includes

- Street Worker
- School Chaplain
- School outreach worker

Could Involve

- Community Involvement
- Youth Counselling
- Cold contact with the community

Religious Duties:

Most Church based ministry appointments have a Pastoral element to them. Roles which fall within the ATO Religious Institutions Exemption guidelines can be benchmarked against Pastoral Stipend recommendations. Three types of roles can be identified:

1. Internship / Field Placement Student
2. Pastoral Support
3. Associate Pastor of Youth

Internship / Field Placement Student

Includes

- person in ministry training

Could Involve

- Run a program, disciple students

Pastoral support

Includes

- Youth worker
- Youth coordinator
- Youth director

Could Involve

- Some responsibility for Pastoral care & religious duties, but direction and supervision provided by a Pastor
- Implementation of the youth ministry strategy

¹ “This award covers employees working in the community services sector, i.e. shelters, advisory and advocacy services, community development activities, social policy research, counselling services and disability services provided in the home of the client.”
<http://hacsutas.asn.au/awards/11.html>

Associate Pastor of Youth

Includes

- Youth Pastor
- Pastoral associate
- Associate Pastor – Youth

Could Involve

- Primary Pastoral oversight of youth
- Participation in Pastoral leadership of the whole Church – especially as it relates to youth
- Involvement in teaching, preaching, leading communion etc. in some form (and not necessarily at the same frequency as a Senior Pastor)
- Direction for the youth ministry vision and ministry based on a theological framework

Clarify the Purpose of the Position

How does this position align with the Mission, Vision and Values of the Youth Ministry as well as the purpose of the broader Church?

Outcomes rather than program

Often a Position description will describe what a person is to do (PROGRAM) rather than the OUTCOMES which are expected from the Position. The problem is the context may change, which means the program should change, which means the Position description is now irrelevant.

Example 1: Program	Example 2: Outcome
the person is to run Kids Craft Club on Friday afternoon	Children in the local community coming to know Jesus

Consider Example 1 – what if the Friday afternoon Kids Craft Club was built on the skills and contacts of the previous Ministry Leader/Team? It would be better to release the new Youth Pastor to achieve the outcome hoped for the Kids Craft Club – children becoming Christians. This is also a better measure of the person's/program's success. That is, are we interested in having numbers of children better at craft, or becoming Christians?

As much as possible write a Position description for outcomes rather than program. Note, there will probably be a few necessary programs that should be supported by this Position, but try to keep this list to a minimum.

Mission & Vision & Position

Outcomes for the Position come from a Ministry's Mission/Purpose and Vision. This is why having clarity on Mission/Purpose & Vision is vital. Once clear, the purpose and nature of the Position can be addressed.

As we consider this Position description what level of leadership are we hoping to employ?

1. Level 1 – an individual who can do the ministry
2. Level 2 – an effective member of a team who can do the ministry
3. Level 3 – The Team Leader who builds a team who can do the ministry

When it comes to employing, we should be seeking a Level 3 leader – someone who empowers others to do the work of the ministry. Often we employ a 'Level 2' – someone who can do the ministry, instead of us. For example, because we can't fill our roster, we employ a children's worker to deliver the Sunday school program, instead of seeking a Team leader for a team of volunteers and parents who teach children.

Decide on what level you are employing – this changes the purpose and objectives of the Position. Our advice is go for 'Level 3'. Level 3 leaders will need less program detail and clearer outcomes.

- Level 1 or 2 – Children/youth worker
- Level 3 – Youth Ministry Team Leader

Clarify the Scope of Position

A common difficulty with Pastoral support Positions is uncertainty about who is responsible for the oversight of the youth ministry. A Church may not expect a youth worker to carry the level of responsibility of a Pastor, however if it is unclear who is responsible, invariably it will fall to the youth worker.

The following questions are helpful to ask when considering the kind of position you are establishing.

- Are there aspects of the youth ministry this person is not responsible for?
- If so, who is responsible for them and how do they work together?
- Is the title, time allocation and remuneration an accurate reflection of the position created?

Clarify broader Church connections

Youth ministry can enrich other aspects of Church life and being responsible for the youth ministry is not quite as distinct as it sounds. Whilst the ministry may refer to a particular demographic within a congregation or local community, the processes involved in the ministry are relevant to the whole Church. Thus the approach to evangelism must have consistency with and be integrated into the approach used by the whole Church. The Church leadership should consider how this relationship plays out practically in the decision making of the Church.

Although the target of a youth ministry is young people, the Youth Pastor usually does not engage with them in isolation. In particular they are likely to have a relationship with parents and with program leaders. This can cause some confusion when a Youth Pastor may have limited association with young people themselves and perhaps a greater Pastoral involvement with young adult leaders and with parents.

It needs to be clear to what extent the person is employed to do the youth ministry themselves or to equip the Church community to engage with young people. Where there is a stronger emphasis on equipping others, the team needs to have a clear understanding on how they are responsible for family ministry together.

A common experience with High School ministry is the need to overlap into the children and young adult areas. This is not surprising. Children's ministry is often a 'feeder' into High School ministry. The spiritual health of the young adults in the community can have an impact on the high school young people in terms of role modelling and 'leadership' supply. A clear understanding of the entry points into the ministry, transitions from the ministry and connections between ministries will be very helpful.

Clarify Accountability

With any Pastoral staff it is important to determine how the team Pastors the community together.

- Who does this Role report too? How will this work in practice?
- To what extent are decisions made cooperatively?
- To what extent are decision made independently and reported to the Senior Pastor?
- What level of authority does the Youth Pastor carry in areas outside of the youth program?
- If team members share responsibility for preaching and worship leading, how is this allocated?
- If the Senior Pastor resigns and there is a new person appointed, what impact does that have on positions already in place?

Regular Reviews

Many youth staff are appointed while still young. With experience and growth, the person may change quickly in their skills, convictions or calling. It is possible for them to outgrow their position rapidly. This may give rise to a number of concerns if the staff member is seeking deeper involvement. The Church may not desire to change the kind of position they created or they may not have the resources. This is one of the key reasons for encouraging regular review of staff. It is also worth considering the idea of having a mentoring relationship established for the appointee.

Clarify the Contract of Employment

This is an vital area not to overlook in the process. Youth appointments are jobs like any other and it is important to have in writing the agreement both parties are entering into. Including terms and agreements of pay, annual leave, sick leave, superannuation, expenses and termination protocol. A template Contract of Employment is available from the Baptist Churches of SA.

Determining a Level of Pay – Pastoral support positions

A Church has to consider what it can afford when creating any position. A Church might want a Youth Pastor but be unable to afford one. If a Church appoints someone to a support position because that is what they can afford, they cannot expect a person to work as a Pastor. Those silent expectations will soon be destructive.

With salary recommendations there are four considerations:

1. Pastoral Duties: According to ATO guidelines² what level of Pastoral duties does the role exercise?
2. Scope: what is the scope of responsibility within the Position?
3. Experience: what level of experience is required by the Position?
4. Training: what level of training is required by the Position?

These four considerations are factors in the category and level of salary package offered. The [current salary package guidelines](#) can be accessed from the Baptist Churches of SA website <http://sabaptist.asn.au>

Issues to consider can include:

What kind of experience will you recognise?

- Volunteer youth leadership?
- Secular administrative work?
- Child care?
- Camp leadership?
- What kind of study will be recognised?
- Volunteer training?

What kind of study will be considered related to the position?

- Teaching?
- Management?
- Youth work?
- Bible school?
- Social work? Psychology?

2 i.e. as defined by the ATO - “benefits provided by religious institutions to religious practitioners are exempt if they relate principally to the practitioners’ Pastoral duties or other duties relating to the practice, study, teaching or propagation of religious beliefs”

WORKSHEET 4A: ROLE LEVEL ASSESSMENT TOOL



Assessing the level of role for ministry is a weighing of 4 factors which can be grouped into two areas:

1. Responsibility: the level of responsibility required by the Position
 - Pastoral Duties: According to ATO guideline what level of Pastoral duties does the role exercise?
 - Scope: what is the scope of responsibility within the Position?
2. Qualification: the level of qualification required by the Position
 - Experience: what level of experience is required by the Position?
 - Training: what level of training is required by the Position?

Step 1. Rate Responsibility.

- Assess whether the role requires Low, Medium or High Pastoral duties
- Assess if the role has a Low, Medium or High scope of duties
- Use the table below to find the corresponding Responsibility Rating

		Scope		
		Low	Medium	High
Pastoral Duties	Low	Low	Medium	High
	Medium	Low	Medium	Medium
	High	Medium	Medium	High
	High	Medium	High	High

Write the Responsibility Rating =

Step 2. Rate Qualification

- Assess whether the role requires Low, Medium or High Academic Training
- Assess if the role requires Low, Medium or High level of related ministry experience
- Use the table below to find the corresponding Qualification Rating

		Experience		
		Low	Medium	High
Training	Low	Low	Low	Medium
	Medium	Low	Medium	High
	High	Medium	High	High
	High	Medium	High	High

Write the Qualification Rating =

Step 3. Rate Role

- Using the obtained Responsibility and Qualification ratings, use the table below to find the level of role

		Responsibility		
		Low	Medium	High
Qualification	Low	Level 1	Level 1	Level 2
	Medium	Level 1	Level 2	Level 3
	High	Level 2	Level 2	Level 3
	High	Level 2	Level 2	Level 3

Write the level of role =

Step 4. Salary Package Guidelines

- Use the Salary Package Guidelines for the corresponding level of role.
- Level 1: Internship / Field Placement Student
- Level 2: Pastoral Support
- Level 3: Associate Pastor of Youth

WORKSHEET 4B: YOUTH PASTOR/WORKER - WHAT ARE OUR EXPECTATIONS?



Given your reflections on your Church and youth Ministry, here is your opportunity to describe the kind of Leader your Youth Ministry needs. Try to be clear and fair. Remember, while this person must be a follower of Jesus, they do not *necessarily* walk on water.

CHARACTER Describe the *kind* of person our youth ministry needs? What are non-negotiables?

COMPETENCE What areas of expertise must this person be strong in? Describe the skills which will strengthen our strengths and develop our growth areas.

For these skills

- what studies do they need to have completed?
- what experience will we value?
- Prioritise the skills.

CHEMISTRY What personality traits are you looking for in this person? How will you know if they 'click' with the team, leadership, young people?

COMMUNITY How will this person demonstrate tangible commitment to our ministry team and community?

- What are core team and community commitments we expect this person to attend?
- What is 'work' time, what is part of belonging to our community?
- What expectations do we have for this person connecting with other local and aligned ministries outside of our own community?
- What expectations do we have for this person's spouse and family in their ministry?

CULTURE what are our non-negotiable community Values we want to see embodied in this person?

- How will we know? (describe behaviours we can 'interview' for)
- Prioritise the values

Finally, a key consideration: How can we communicate these expectations to the Candidate and Church community and not let unspoken expectations undermine this ministry?

WORKSHEET 4C:



Write a Church and Youth Ministry Profile

Reflecting on the material gathered in these worksheets write a profile describing your Youth Ministry and Church. Work through the material you have gathered and highlight information which is important for Candidates to understand about your Church, youth ministry and context.

Candidate Interviews

The information you have gathered in your worksheets is vital for informing you on what you are looking for in a Candidate. Work through the material you have gathered and highlight what you hope to see in a Candidate.

Form these insights into questions or observations for the Candidate interviews.

STEP 5: FINAL ACTIONS FOR THE SEARCH COMMITTEE

Finalise the following:

Nature of the position

- Is this position for a Religious or Non religious worker, Pastor, or a Pastoral support worker?
- What is their level of authority?
- What are (and what are not) the areas of responsibility?

Responsibilities & Scope of Position

- What role will this person have in determining the youth ministry vision?
- What program responsibilities will this person have? How flexible is that?
- What proportion of time is allowed for Pastoral-related responsibilities?
- Does any other person (eg a deacon) or group (eg a youth board or parents group) share the responsibility for the youth ministry?

Place within the Church structure

- Relationship to the Senior Pastor, other team members and Church leadership bodies
- Reporting procedures

Time allocations

- Full time/part-time
- What is included as work time?
- Are there occasional weekends off?
- What involvement in other ministry is encouraged?

Character, skills and characteristics desired in appointee

- Maturity in faith
- Attitudes
- Passions
- Skills & Experience

Training

- Preferences re: Age, gender, marital status
- What gifts should this person have?
- What sort of qualifications, training, and experience are desired by the Church?
- How important is Theological training?

Budget allocations

- Stipends, allowances, leave entitlements etc
- Supporting budget for the ministry
- Further training
- Relocation costs

Put it on paper:

- Complete a Church and Youth ministry profile
- Write a Position Description. An [example position description](#) is available from Baptist Churches SA.
- Write a Contract of Employment which outlines the tenure, conditions, and regular evaluation/review process for the position.

STEP 6: DETERMINE A PROCESS FOR MAKING THE APPOINTMENT

In the appointment of staff the following kinds of questions need to be asked:

- How will the Church be notified and encouraged to pray? Does this need to go to a Members meeting for ratification?
- How will potential candidates be sought? e.g. word of mouth, State Youth Representatives, Theological Colleges, Aligned Agencies, Advertising.
- Who will be on the interview panel?
- Will the committee interview one or multiple candidates at one time?
- What information about the Church and the youth ministry will be made available to prospective candidates?
- What are the short listing of candidates and interview processes.

There are different perspectives on how best to appoint Pastoral staff. Some are happy to advertise, others are not. Some are happy to interview several candidates at once; others prefer to pursue a call with one person before pursuing another.

Ensure interviewing processes are in place. A Candidate would reasonably expect a timely response to:

- your receipt of their application;
- a few days after the close of the application date, your intention with their application;
- a few days after the close of applications, a date for an interview;
- Clarification of the process as they continue to proceed.

Any delays or requirements for Membership meetings, meeting with key leaders etc. should be communicated. It would be a unfortunate to miss a suitable Candidate because they were unclear of your intentions.

STEP 7: THE JOURNEY CONTINUES

Finally, consider what happens after the appointment is made. The search committee have been heavily involved in the process of forming the Position Description and the appointment. In a sense there is a duty of care to the Church and Appointee to provide continued support to the Position.

Consider the following:

- The Search Committee continuing to advocate for the Position Description in the life of the Church.
- As a preventative measure consider talking with the Appointee on how you will manage conflict in your Church (before there is conflict);
- Ensuring appropriate support is in place for the Youth Pastor;
- whether background information from preparing the Position Description (ie worksheets/ surveys etc) could be made available to the Youth Pastor – this may provide invaluable insight as they begin their ministry.
- Agreeing together on the cycle and criteria for performance reviews;
- The Search Committee ensuring and facilitating an annual review for both the Youth Pastor and the Position Description.
- Note, there are 4 Components to a Review:
 1. Is the Position meeting the needs of the ministry?
 2. Is the Church meeting its expectations required by the Position?
 3. Is the Person meeting the expectations of the Position?
 4. What are development opportunities for the Person, Position and Church?

BIBLIOGRAPHY

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Victorian Baptist Youth Ministries Paper “Youth Appointment Document 2003”