

BRIARWOOD STUDENT MINISTRIES

BYG Staff

Job Description

TITLE: Youth Staff

PURPOSE: Personally ministers to all of our Sr. High covenant students, which includes 300 members/covenant children of members on roll. Responsibilities would include Sunday School, Mid-Week meetings, youth group activities, small groups, retreats, personal ministry and involvement with Senior high choir.

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AREAS OF RESPONSIBILITY:

I. PERSONAL MINISTRY

- A. Establish regular contacts with, shepherd, and recruit students in your respective Shepherding grade.
- B. Spend time with students on campuses at least 2 days a week with a goal to be at Briarwood and another public school campus
- C. Visit Briarwood, public school, and home school lunches once a week. Visit a different lunchroom once a week.
- D. Spend 1 weekend night a week with students unless formal BYG event is taking place.
- E. Get to know parents and utilize them in your ministry.

II. PROGRAMMING:

- A. Each staff will either be in charge of Sunday School or Wednesday night. Responsibility will be to plan and implement each meeting from start to finish. Each meeting should be planned in advance and be carried out to excellence. See description for each below
- B. Each staff will be responsible for whatever programming needs associated with assigned grades (i.e. Senior Luncheon, Freshmathon, etc).
- C. Staff will work as a team on all ministry retreats and trips in terms of planning, recruiting, and implementing.

III. SUNDAY SCHOOL – 8:30am

- A. Manage the flow of the meeting from start to finish(this will include atmosphere, announcements, video, powerpoint, sign-up sheets, prayer, teaching, etc).
- B. Set-up and take down of all Sunday School materials(food, sound equipment, etc)
- C. Work with rest of team to design curriculum and recruit speakers
- D. Create and Implement a plan to track and welcome both visitors and members
- E. Develop and work with praise band
- F. In charge of gathering all hand-outs, sign-up sheets, etc

IV. WEDNESDAY BYG ACTIVITIES – 6:30pm

- A. Manage the flow of the meeting from start to finish(this will include atmosphere, announcements, video, powerpoint, sign-up sheets, prayer, teaching, etc).
- B. Set-up and take down of all Wednesday Night materials(food, sound equipment, etc)
- C. Work with rest of team to design curriculum and recruit speakers
- D. Create and Implement a plan to track and welcome both visitors and members
- E. Develop and work with praise band
- F. In charge of gathering all hand-outs, sign-up sheets, etc

V. SUNDAY NIGHT BYG – 6:00pm

- A. Manage all volunteers and small groups in your shepherding grade with a goal to get more students and volunteers involved.

- B. Lead a small group**
- C. Assist Youth team in designing small group curriculum**

VI. Volunteer Recruitment and development

- A. Work with the youth team in developing a clear plan to recruit volunteers using both personal resources and resources at Briarwood Church**
- B. Meet Regularly with your personal volunteer team for training, accountability, encouragement and personal ministry.**
- C. Recruit and maintain volunteers who will lead either D-groups, investigative B-studies, or various aspects of the ministry.**
- D. Make it a goal to incorporate your volunteers in every aspect of ministry**

VII. Special Events/Retreats

- A. Assist team in planning and implementing logistics of the Retreats, Special events, and mission trips.**

VIII. OTHER

- A. Attend weekly staff meetings with the Youth staff.**
- B. Be a vibrant and involved member of Briarwood Presbyterian Church**
- C. Work regularly with the Youth Pastor to grow personally and to learn about serving the Lord in full time ministry in His church.**