

Heritage Church of Christ
Associate Minister / Youth Minister
Job Description

The Associate Minister / Youth Minister at the Heritage church has a rather unique role to play in the life of the congregation. Specifically, there is a need for additional ministerial support in virtually all areas of church life, i.e., preaching, teaching, youth, children, families, outreach, etc. The associate minister does share pulpit duty with the pulpit minister on a regular, and as-needed, basis. He also teaches classes and participates in the worship service. Further, the associate minister plays a significant role in the lives of the children and youth of the congregation by directing the Youth and Family ministry with the aid of the youth and family deacon(s).

Preaching Responsibilities:

- Occasionally preaching on Sunday morning, as well as filling in on occasion.
- Conducting services at assisted living and nursing homes.
- Participating in annual preacher swap among local churches of Christ.
- Assisting the pulpit minister in planning sermon topics and outlines.

Teaching Responsibilities:

- Typically teaching the youth class at least once a week.
- Filling in for other teachers on occasion (vacations, illness, emergencies).
- Teaching special classes on specific topics as necessary.

Youth and Family Responsibilities:

- Plan and coordinate Youth and Family activities with assistance from the youth and family deacon(s).
- Being involved with the young families and their spiritual lives to the extent possible.
- Being open to innovative and creative methods for reaching and retaining our young people given the current social environment.

Administrative Responsibilities:

- Maintain “office hours” (time spent visiting sick & shut-ins will count towards office hours) of approximately 20-25 hours per week during regular work week (not including responsibilities on Saturday/Sunday).
- With the assistance of the office manager, dealing with the various day-to-day issues that arise during the week.
- Assisting the pulpit minister and office manager with projects that require coordination with church members, e.g., weddings, funerals, outside speakers, luncheons, youth activities.

Outreach/Visitation Responsibilities:

- Coordinate visitor follow-up.
- Coordinate hospital, shut-in, and missing member visits.
- Work with Outreach deacon on methods of reaching local community.
- Be open to and initiate outreach programs.
- Develop and present ideas for reaching out to the community through social media.

Leadership Responsibilities:

- Set a personal example of leading a Christian life.
- Participate in the Leadership Team (elders, deacons, preachers, ministry leaders)
- Be willing to develop and share new and innovative ways to motivate others to serve.

Skills Required:

- Excellent verbal, written, and electronic communication skills, leadership development, organizational skills, motivational skills, cross-generational cooperation skills.
- Bachelor's degree preferred.