



# JOB DESCRIPTION: YOUTH GROUP LEADER

## AIM

As a youth group leader, you aim to:

- Share the gospel with young people within their local church and community.
- Disciple young people in their faith as they live out their faith in the real world.
- Take care to respect the feelings and privacy of member of the group.
- Encourage and support them into ministry in all aspects of their life.
- Teach the Bible faithfully and truthfully to those in your youth group.
- Model the Christian life to the youth group members. Show them in the way you act and speak both the struggles and joys of being Christ-like.
- Encourage and pray for each individual in your study group.
- Be involved in the planning and implementing of the youth group program.
- Prepare and go through (with co-leader or trainee) the study or discussion before the night.

## RESPONSIBILITIES

You are directly responsible to \_\_\_\_\_ [e.g. Session and the Minister]

You are responsible for:

- Creating, together with the other leaders, a programme for the term, including activities, studies, social events, supper and who is responsible for organising it.
- Looking out for the individuals in your group.
- Organising and running your designated study group.
- Carrying out your specific responsibilities within the youth group – such as music coordinator.
- Welcoming and speaking to the parents of the Youth Group members.
- Ensuring that you and the other leaders present the gospel truthfully.
- Ensuring that no one person has an overwhelming work load.
- Ensuring that there is no breach of trust towards the members of the group or other leaders.

## REQUIREMENTS FOR THE POSITION

You must:

- Be a member of \_\_\_\_\_ [the congregation] or have been acknowledged by the Session for the purpose of this ministry.
- Obtain a copy of the Breaking the Silence Information Pack.
- Sign all forms as required in the Breaking the Silence Forms Pack.
- Sign a copy of this job description.
- Complete the required child protection training.



## **JOB DESCRIPTION: YOUTH GROUP LEADER (CONT'D)**

### **ACTIONS**

- It is important that all activities of the group are open to observation by the Minister, the Session and parents.
- If you are training up younger leaders, it is important to pastorally care for them. When delegating tasks to them, it is important to work along side with them in the organising and implementing of the specific tasks.
- When giving the youth group member's supper, it is important that you have asked the individuals (or parents/guardians) whether they are allergic/ sensitive to any specific foods. If necessary, a separate supper may need to be provided for these individuals.
- The issue of administering first aid needs to be addressed by leaders because there are certain things that can not be administered. Leaders need to find out (from the minister/church) what they can administer to the individuals.
- When taking the youth group members out of the place they meet, a permission note is needed for each individual.
- When participating in an activity that costs the youth group member money, it is important that the leaders have considered whether this will prevent some youth group members from participating.

### **CHILD PROTECTION PROTOCOLS FOR THIS POSITION**

- All youth group members and others under your leadership, regardless of age, are covered by these protocols. NOTE: They do not replace the Code of Conduct or policy.
- Do not allow yourself to be in any area alone with a youth group member or person under your leadership. Always have another leader or the parent with you. This includes driving children and visiting them in their homes.
- If a youth group member of the opposite sex comes to you for counselling, immediately take them to a leader of the same sex as the member who can talk to them. NEVER counsel or talk through issues with a youth group member of the opposite sex.
- If a youth group member of the same sex comes to you for counselling, ensure you do so in an open area, never a closed room.
- If you should need to speak to a youth group member about participating or helping out in a youth group event, ensure you do so in the vicinity of other people, with another leader present.
- If a youth group member has questions for you during the event, ask another leader to remain in the room while you talk to them.
- If a child is distressed and needs to be consoled, it is important that a person of the same gender does the consoling. Ensure that another leader is with you at all times, and use your discretion when speaking and comforting the youth group member.
- If a youth group member discloses information to you regarding any kind of abuse or neglect, you must divulge this information to \_\_\_\_\_, or the Child Protection Unit. However, be careful not to reveal this confidence to any other person.

I have read and understood this Job Description, the Code of Conduct and the child protection Policy:

Signed: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_