



## Session 6

# Lesson 10: Building a Ministry Team (Have Job Descriptions)



### Scripture Text

- I Timothy 4: 15-16 – “Be diligent in these matters; give yourself wholly to them, so that everyone may see your progress. Watch your life and doctrine closely. Persevere in them, because if you do, you will save both yourself and your hearers.”



### Key Terms

- Job descriptions
- Small & Short-term
- Expectations
- “Way out”
- Team



### Lecture Objectives

- Describe the importance, place, and function of job descriptions for recruiting and keeping volunteers
- List and describe helpful characteristics of job descriptions



### To Think About Before You Go On

- Consider job descriptions you have had in the past. What has been helpful about them? What has been less than helpful?



**Thoughts from I Peter**

A large rectangular area with a light gray background and horizontal lines, intended for writing thoughts or reflections.

**Develop a Strategy for Recruiting –**

- *Start with the Vision*
- *Develop a Plan*
- *Establish Relationships*
- **Develop Job Descriptions**

## Give them a Job Description (See Job Descriptions at end of lecture)

- List specifically that what you want them to do  
(See “Administrative Assistant job description – Side Bar)
  
  
  
  
  
  
  
  
  
  
- Explain all of the details (how much time, cost, reimbursement for expenses, etc.)
- Allow them to make changes
- Show them a variety of job descriptions
- Give them time to think about it
- Make it easy for them to say no

## Start Them Out with Small/Short-Term Assignments

- This is the easiest way to recruit leaders
- Great short-term assignments
- Show your appreciation immediately

## Be Honest About Your Expectations

- Don't be deceptive
- List clear objectives
- If a leader is not doing what you want, tell him or her

### **Administrative Assistant Job Description Chesterfield Youth Ministries**

#### **Purpose:**

To assist the youth ministry of CPC by completing detailed administrative tasks.

#### **Registration**

A primary area of administration will be to register students for camps, retreats, concerts, special events etc. This will include the following tasks:

- Keeping a record of students desiring to attend
- Handling finances for each event (including fundraisers, scholarships, and trip expenses)
- Collecting and recording deposits
- Collecting release forms
- Communicating with the registrar of each event
- Keeping track of dates and deadlines

#### **Records**

The goal is to keep track of which students are participating in our weekly youth events. We will use the church database to help keep accurate records of students' involvement. This will allow the youth ministry staff to better minister to all students.

#### **Research**

The administrative assistant will help find needed information pertaining to ministry events. This includes the following:

- Retreat Facilities (summer camps, weekend retreats, skiing, etc.)
- Prices
- Transportation possibilities
- Theme park information
- Concert information
- Rules and guidelines
- College previews

#### **Recruitment**

The administrative assistant will help recruit other parents and concerned adults to participate in various youth ministry functions:

- Parents' meetings
- Transportation
- Food and fun
- Clean up
- Photography

#### **Time Commitment**

Recognizing that the administrative assistant position is voluntary, we can ask only that people give what they have the time to give. The time required to fulfill this responsibility will vary from season to season, but a small amount of work will be needed each week.



# Job Descriptions

## Chesterfield Youth Ministries

### Volunteer Job Descriptions

#### **Sunday School Teacher (Middle School and Senior High)**

*To plan and teach a section of one of our Sunday morning classes. You will work with a Sunday School team, which is present each week, to bring God's Word before the students. Your involvement will be focused on the 20-30 minute teaching time during each Sunday morning class. Training is required for each first-time teacher.*

Meeting Time: Sunday 9:15-10:45 am  
Time Per Week: 5 hours  
Length of Commitment: 6-12 weeks

#### **Sunday School Substitute Teacher (Middle School and Senior High)**

*To provide temporary assistance when a regularly scheduled teacher is unable to teach on a Sunday morning. Advance notice will be given whenever possible, but may not come until the morning of. Resources will always be provided. Our goal will be for you to have "emergency" lessons already prepared. You will be working with a Sunday School Team. Training will be provided.*

Meeting Time: Sunday 9:15-10:45 am  
Time Per Week: 0-2 hours  
Length of Commitment: Indefinite

#### **Sunday School Team Member (Middle School and Senior High)**

*To be a regular participant in our Sunday morning ministry. Your responsibilities will include some of the following: meeting and greeting new students as well as regulars, participating in small-group discussions, helping to provide a positive atmosphere, engaging students in conversation, participating in and/or leading mixers, games, and skits. Training will be provided.*

Meeting Time: Sunday 9:15-10:45 am  
Time Per Week: 3-5 hours  
Length of Commitment: 1 year

#### **KREW: Outreach Team**

*To participate in our special outreach meetings which take place at various times during the school year. Your main involvement will be to build relationships with students who are not interested in Christ and/or the Church. You will spend time, along with other leaders, hanging out with students at sporting events, practices, lunches, performances, etc. At the outreach meetings you will participate in games, skits, mixers, music and just hang out and listen to kids.*

Meeting Time: Monday Nights for 8-10 weeks in the Fall and Spring Semesters  
Time Per Week: 5 – 8 hours  
Length of Commitment: 1 year

#### **KREW: Nurture Team (Small Groups)**

*To participate in small groups that are designed to take students into a deeper walk with Christ. The groups are centered on Bible study, accountability, and fellowship. Small group leaders will build relationships with students who are in their group, modeling a love for God and His word. Each leader will go through a six-session training course that will equip them to lead or co-lead a small group.*

Meeting Time: Varies  
Time Per Week: 5 hours  
Length of Commitment: 1 Year

#### **CRASH: Outreach Team**

*To participate in our special outreach meetings which take place at various times during the school year. Your main involvement will be to build relationships with students who are not interested in Christ and/or the Church. You will spend time along with other leaders hanging out with students at sporting events, practices, lunches, performances, etc. At the outreach meetings you will participate in games, skits, mixers, music, and just hang out and listen to kids.*

Meeting Time: Tuesday 6:30-8:45 p.m.  
Time Per Week: 5-8 hours  
Length of Commitment: 1 year

### **CRASH: Nurture Team (Small Group)**

*To participate in small groups that are designed to take students into a deeper walk with Christ. The groups are centered on Bible study, accountability, and fellowship. Small group leaders will build relationships with students who are in their group, modeling a love for God and His word. Each leader will go through a six-session training course that will equip them to lead or co-lead a small group.*

Meeting Time: Varies  
Time Per Week: 5 hours  
Length of Commitment 1 year

### **Administrative Assistant Team**

*Meet with the youth director weekly to assist him in tasks related to the administration of the ministry. These tasks include some of the following— making phone calls, retreats, camps, and conference registration, working with the budget, mailings, computer database, filling, typing and other administrative duties. Because there is a team of administrative assistants, you will work within your strengths. This job frees up the youth staff to spend more time with students.*

Meeting Time: Tuesday 11:00 am  
and/or other times  
Time Per Week: 3-5 hours, but varies  
Length of Commitment: 1 year

### **Database Programmer**

*To work with the administrative team editing our database weekly. Your job will be to add and delete students' names from our database and to develop subgroups for mailings. You will also publish a phone list four times a year.*

Meeting Time: At your convenience  
Time Per Week: 1 hour  
Length of Commitment: 1 year

### **Marketing Team**

*Help develop and produce flyers, posters, mailings, videos, t-shirts and other tools for marketing our youth ministry and youth programs and events.*

Meeting Time: Will vary  
Time Per Week: Random  
Length of Commitment: Project Completion

### **Phone Chain**

*Help develop and maintain a phone chain with current phone numbers. This is especially important for trips and schedule changes.*

Meeting time: When needed  
Time Per Week: Random  
Length of Time: Varies

### **Assimilation Team**

*Work with a team of students and adults to follow up with our visitors. The assimilation team makes certain that we get information on each visitor and follows up their visit with a letter from the youth director, a phone call from a student, and a phone call from the leader who had the most contact. The assimilation team distributes the information to the database programmer.*

### **Care Team**

*The responsibilities of the care team include visiting students who are sick, injured, or have special needs. Along with this visitation, the care team will provide gifts, flowers, cards, etc., to those in need. This team is also responsible to report on the condition of these individuals.*

Meeting Time: When needed  
Time Per Week: Varies  
Length of commitment: 1 year

### **School and Stress Team**

*The purpose of this team is to develop and produce creative ways to encourage students during stressful times of the school year. This includes creating and distributing gift baskets during exams, hosting study halls with tutors, and encouraging students with notes and cards. This is a great ministry to show that we care about all aspects of our students' lives.*

Meeting Time: Different times during the semester  
Time Per Week: Only busy during exams  
Length of Commitment: Project

### **Facility Maintenance**

*To maintain and repair the youth facilities. This includes the youth house, annex, classrooms, and outdoor sports and recreation areas.*

Meeting Time: When needed  
Time Per Week: 10 hours a month  
Length of Commitment: Open

## Room Decorating

To make sure that our youth meeting rooms are attractive to middle school and high school students. This will include developing plans, purchasing decor, and overseeing the installation.

Meeting Time: 4 Times a year  
Time Per Week: Varies  
Length of Commitment: Project Completion

## Scrapbook Ministry Team

To host a special scrapbook party once every 4-6 weeks for the girls in our youth ministry. This will include purchasing and providing scrapbook supplies for the girls to purchase and/or borrow, and providing (tell the girls what to bring) refreshments for the evening. This is a new ministry that is great at building relationships.

Meeting Time: One Saturday night every 4-6 weeks  
Time Per Week: 4 hours for the meeting  
Length of Commitment: 1 year

## Computer Team

To develop ministry that provides opportunities for students who love computers to use their skills in our ministry. This will include developing web sites, e-mail connections, database maintenance, etc.

Meeting Time: At your convenience  
Time Per Week: 3-5 hours  
Length of Commitment: Open

To produce a monthly prayer calendar with specific prayer needs listed for each day. This will include soliciting prayer requests from students, leaders, and families.

Meeting Time: Once a month  
Time Per Week: 3 hours a month  
Length of Commitment: 1 year

## Food and Refreshment Team

To help the food and refreshment coordinator by providing needed food and refreshment, service, and clean up when needed. This usually means baking brownies, setting up a table, providing drinks, etc.

Meeting Time: Varies  
Time Per Week: 0-2 hours  
Length of Commitment: Open

## Transportation Coordinator

To coordinate the transportation of our students to camps, conferences, and retreats, as well as to local events that require transportation. The responsibilities include developing a team of adults who are willing to drive and/or provide their vehicle. Also, the transportation coordinator will contact bus companies, airlines, travel agencies, etc., to secure our best deal on transportation.

Meeting Time: Varies  
Time Per Week: Varies  
Length of Commitment: Open

## Transportation Team

Members of the transportation team are willing to drive or provide a vehicle for our youth ministry events. This includes local as well as long-distance trips.

Meeting Time: Varies  
Time Per Week: Varies  
Length of Commitment: Open

## Sports Ministry Team

To develop and host sporting events that will provide opportunities for evangelism, fellowship, and growth. This includes 3-on-3 basketball tournaments, softball tournaments, and volleyball tournaments.

Meeting Time: Spring and Summer  
Time Per Week: Depends on Tournament  
Length of Commitment: Open

## Music Ministry Coordinator

To coordinate a team of people who wish to be involved in our music ministry. The music coordinator will make certain that we have the appropriate music present at all events requiring music. This includes developing a team of musicians for Sunday morning, Sunday night, Monday nights, Tuesday nights, Third Fridays, and camps and retreats. Many of these teams will overlap.

Meeting Time: Once a week with all music teams and the youth director  
Time Per Week: 10 hours  
Length of Commitment: 1 year

## Music Ministry Team

To play an instrument or fill a support role in one of our music teams. There are many different opportunities for service in this area, from Sunday School to our Praise and Prayer service.

Meeting time: Once per week with music team, as well as the youth events.  
Time Per Week: 3-5 hours  
Length of Commitment: 1 year

## Christian Music Ministry

To verse our Christian music library and Christian concert information. This will include purchasing new CDs, managing our check-out section, and keeping aware of upcoming concerts.

Meeting Time: At your convenience  
Time Per Week: 2 hours  
Length of Commitment: Open

## Resource, Literature, and Cultural Relevance Team

To keep the youth staff aware of resources that are relevant to our youth ministry. This includes reading magazines, books, and other resources as well as watching popular TV programs and videos. This ministry is needed to keep the youth team aware of popular culture influence on students' lives.

Meeting Time: Once per month  
Time per Week: 2-5 hours  
Length of Commitment: Open

## Audio/Video Team

To provide audio and video for all appropriate youth ministry events. This will include set up, tear down, and running all the electronic and technical support.

Meeting Time: Varies  
Time per Week: Varies  
Length of Commitment: Open

## Fund-Raising Coordinator

To develop and oversee fund-raising tools that will help students participate in our youth ministry events.

Meeting Time: Varies  
Time Per Week: Seasonal  
Length of Commitment: 1 year

## Fund-Raising Team

To assist the fund-raising coordinator by participating in fundraising events that help students participate in our ministry.

Meeting Time: Varies  
Time Per Week: Varies  
Length of Commitment: 1 year

## Sweethearts' Banquet Team

To help plan, promote, and host our annual Sweethearts' Banquet. Responsibilities include some of the following: decorations, reserving caterer, reserving tables and dinner supplies, entertainment, marketing the event, serving tables, set up and take down.

## Drama Development Team

Develop and lead a team of students who are interested in skits and drama. These students will then perform at appropriate youth ministry functions.

Meeting Time: Varies  
Time Per Week: Varies  
Length of Commitment: 1 year

## Missions Coordinator

To help coordinate all of our missions activities. This includes local trips as well as trips across the country and out of the country.

Meeting Time: Once per month  
Time Per Week: Varies  
Length of Commitment: 1 year

## Missions Team

To participate in our mission projects in the community and around the world. This includes trips to local ministries and charities, as well as short-term missions projects to Mexico.

## Volunteer Leadership Development Team

To help in the recruitment and training of our volunteer leadership team.

Meeting Time: Once per month  
Time Per Week: 2-3 hours  
Length of Commitment: 1 year

## Friends and Families of the Church Team

To participate in the outreach to families whose children are part of our youth program. Responsibilities include; Inviting parents to attend our youth parents' meetings, hosting a table at our parent BBQ or dessert, and being available to talk with parents who have questions.

Meeting Time: Once in the Spring and Fall  
Time Per Week: Varies  
Length of Commitment: 1 year



### **Photographer**

*To take pictures at appropriate youth events and to have them developed as soon as possible after the event. Also, to work with our marketing and decorating team in regard to our bulletin board and posters.*

Meeting Time: Attend 1-2  
meetings per month  
Time Per Week: 1-3 hours  
Length of Commitment: 1 year

### **Video Camera Operator**

*To shoot videos of our students at appropriate youth events and to work with an editor to make sharp videos.*

Meeting Time: Varies  
Time Per Week: Varies  
Length of Commitment: Project  
Complete

### **Props and Construction Team**

*To build needed props for certain youth ministry events, like the Sweethearts' Banquet. You will be working with both adults and students in these projects.*

Meeting Time: Varies  
Time Per Week: Varies  
Length of Commitment: Indefinite

### **Vehicle (Van) Maintenance Team**

*To insure that our vehicles are maintained to a high level of quality. This includes washing the van twice per month, waxing it twice a year, detailing the inside every two months, changing the oil every 3,000 miles, and keeping all maintenance up to schedule.*

Meeting Time: At your  
convenience  
Time Per Week: 10 hours a  
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