

## **CONGREGATIONAL MINISTRY DESCRIPTION**

### **Trinity Lutheran Church, Savannah, Georgia**

#### **MINISTRY NAME**

BOARD OF YOUTH MINISTRY

#### **PURPOSE**

- To facilitate, develop, coordinate, and administer the affirmation, spiritual growth, and Christian education of the congregational youth through cooperative supervision and participation in fellowship activities, evangelism, worship services, and support of families of youth.
- To assist young people to grow in faith, their personal relationship with Christ and who they are as God's people, so that they are able to serve in meaningful ways in the church and in the world.
- To support young people as full members of the church today as well as the church of the future.
- To challenge young people to take a role in shaping the church's mission to the world.
- To ensure that young people are a part of and not apart from the congregation's life and mission by equipping them to utilize their God-given gifts as faithful disciples.
- To address the full range of life issues of youth in the congregation and the community.
- To provide and promote cooperative leadership education to, and oversight and coordination of, volunteer members involved in Youth Ministry.

#### **COMPOSITION & ORGANIZATION**

- The Board of Youth Ministry, hereafter referred to as the BOARD, shall normally consist of a CHAIR and recruited voting members of the congregation. The CHAIR is elected by the voting members of the congregation at an appropriate and regularly scheduled Voter's Assembly meeting.
- The CHAIR will serve a term as specified in the church Bylaws, and is a designated voting member of the Church Council.
- Willing and able voting members of the congregation will be recruited to serve on the BOARD and its various subcommittees.
- In the absence of an elected candidate to serve as the CHAIR, the Director of Christian Education will serve as the CHAIR until 1) the election of a candidate to the CHAIR position at the next scheduled Voter's Assembly meeting in which candidates are elected, or 2) the Church Council appoints an individual to the position.
- There shall be a minimum of three persons, excepting the CHAIR, serving on the BOARD.
- There shall be no limit to the maximum number of persons serving to accomplish the functions of the BOARD.
- The BOARD, under normal circumstances, shall meet at least once each month, except up to twice per year at the discretion of the CHAIR, provided sufficient advance notice is communicated to all BOARD members.

#### **ACCOUNTABILITY**

- The CHAIR is accountable to the Church Council, with oversight and guidance provided by the Director of Christian Education.

## **QUALIFICATIONS**

- The CHAIR shall have the talents, necessary aptitude, and commitment to function as a member of the Church Council.
- They shall be a committed Christian, capable of receiving direction from and cooperatively working with the Director of Christian Education, facilitating the direction of other BOARD members, and interacting with congregational youth of all ages.
- Background check is required.

## **RESPONSIBILITIES OF THE CHAIR**

The CHAIR of the Board shall:

- Schedule, set and distribute the agenda, and preside at the regular meetings of the BOARD.
- Help identify and recruit lay adult volunteers for positions within the Board, and recommend them to Church Council for approval.
- Appoint subcommittees and individuals to plan and implement the various activities of the BOARD.
- Report, in writing, the status and recommendations of the BOARD to Church Council and the Voter's Assembly.
- With appropriate advance notice provided to all BOARD members, call special meetings of the BOARD, reschedule, or cancel any regular meetings.
- Appoint, when necessary, a BOARD member as a substitute for the CHAIR and assume their duties.
- Seek the counsel of the Pastor and other church leadership in the development and administration of Youth Ministry programs.
- Cooperatively manage the conduct of all activities associated with the Youth Ministry program.
- Assist in the development and administration of an annual budget for the Youth Ministry programs.
- Recognize, inform, and consult with the President of the Church Council if they believe they are unable or unwilling to fulfill their commitments to the BOARD, and to resign until such time as the situation is remedied. Should the CHAIR decide to quit their position, and barring an emergency situation, they are to 1) provide sufficient notice and reason to the President so as not to disrupt the operations of the BOARD, 2) continue in their position for 30 days, or until such time as their replacement has been designated, whichever comes first, and 3) work in conjunction with the new CHAIR and Church Council to effect a smooth transition of any work in progress.

## **RESPONSIBILITIES OF BOARD MEMBERS**

Members of the BOARD shall:

- Serve for a period of one year or, at the discretion of the CHAIR, the requisite amount of time required to fulfill their assignments.
- Carry out the assignments entrusted them by the CHAIR. • Attend and participate in regular meetings of the BOARD.
- Recognize, inform, and consult with the CHAIR if additional assistance in meeting their commitments is required.
- Recognize, inform, and consult with the CHAIR if they believe they are unable or unwilling to fulfill their commitments to the BOARD, and to resign until such time as the situation is remedied.

### **DUTIES AND RESPONSIBILITIES OF THE BOARD**

- Work with the appropriate committees, officers, and other church leaders to carry out the Youth Ministry of the church.
- Attend regularly scheduled meetings of the Board of Youth Ministry and its members to ensure mutual understanding of goals, objectives, activities, and support.
- Assist in identifying, recruiting, and training lay adult volunteers to serve on the Board of Youth Ministry, and to assist in the efforts of the Youth Ministry programs.
- Assist in the planning and execution of activities, outreach opportunities, and attendance of appropriate local and LCMS sponsored gatherings for the congregational youth.
- Assist with the development and preparation of an annual budget to fund the efforts and activities of the Youth Ministry program.
- Act as a steward of the resources made available to the Board of Youth Ministry