



## **ASSOCIATE/YOUTH MINISTER**

### **ABOUT UNIVERSITY CHRISTIAN CHURCH**

University Christian Church is a growing congregation located in the northwest section of Muncie, IN, a city of 70,000. The city offers many cultural, social, and sports activities. It is located near the campus of Ball State University and just five minutes from I-69. It also borders the small but growing community of Yorktown.

University Christian Church exists to “Bring others to Christ, build them up in Christ, and send them out for Christ,” and God has blessed our efforts! Prior to the Covid-19 pandemic, church attendance had grown about 10% in the past five years, with 57 baptisms and 67 transfers of membership during that time. We have also completed two major building additions since 2008. Our facility now includes a dedicated teen room, full court gym, and large Kid’s Zone.

At University Christian Church, the successful candidate will find:

- a competitive salary and benefit package
- a strong team of servant-leaders with a clear vision for the church
- a unified congregation
- an excellent location
- an atmosphere of growth and a missional focus
- a financially sound congregation
- strong commitment to youth and children
- an excellent building facility

### **RESPONSIBILITIES**

To provide vision, coordination, and administration of a comprehensive teen ministry

To provide vision, leadership and support for an effective education ministry

To provide vision, leadership and support for an effective outreach ministry

To assist the Senior Minister as needed in performing other ministry activities.

### **PREFERRED QUALIFICATIONS OF THE CANDIDATE**

- A team player
- At least a bachelor’s degree in a ministry related field from a Christian college, or the equivalent from a secular college
- Agrees with the ideals and doctrine normally embraced within the Christian Churches/Churches of Christ
- Successful experience as a youth and/or associate minister
- Possesses vision, creativity, and enthusiasm to build a ministry to youth with a clear and proven philosophy of youth ministry
- Relates well and has a positive influence on today’s generation of youth
- Demonstrates, leadership skills and passion to oversee a successful education ministry.
- Exhibits the vision and passion to coordinate an effective outreach ministry.
- Trained and experienced in performing other ministerial duties as needed
- A sound faith in Jesus Christ but still seeking to grow in the Christian walk

#### **SEND RESUME TO:**

Search Team  
University Christian Church  
2400 N. Nebo Rd.  
Muncie, IN 47304

#### **E-MAIL RESUME TO:**

**OR** [steve@universitychristianchurch.com](mailto:steve@universitychristianchurch.com)

**Position Description for  
Associate/Youth Minister  
At University Christian Church  
Muncie, Indiana**

**FUNCTION**

The Associate/Youth Minister shall provide vision, coordination, and administration of a comprehensive and balanced teen ministry at University Christian Church that leads 6<sup>th</sup> through 12<sup>th</sup> grade young people to a saving relationship with Jesus Christ, and toward continued growth in Christ.

The Associate/Youth Minister shall also be given responsibilities in the areas of discipleship and/or outreach for University Christian Church. The degree of involvement the Associate/Youth Minister will have in each of these areas is to be mutually decided at the time of employment.

**ACCOUNTABILITY**

First and foremost, the Associate/Youth Minister is accountable to God and must answer to Him regarding personal conduct and ministry performance.

1. Personal - Honor Christ in faith, speech, conduct and appearance at all times. If married, be devoted to spouse and family and manage children and household well.
2. Professional - Work with and under the supervision of the Senior Minister regarding the fulfilling of ministerial duties outlined in this document, and be accountable to the Elders for overall job performance and doctrinal teaching.

**RESPONSIBILITY**

**A. Teen Ministry Duties**

1. Work in cooperation with the Youth Ministry Team to develop and implement ministries and events that will lead non-Christian young people of the church and community to a saving relationship with Jesus Christ.
2. Work in cooperation with the Youth Ministry Team to develop and implement ministries and events that will lead Christian young people toward continued growth in Christ through a balance of worship, instruction, discipleship, fellowship, service, and outreach.
3. Recruit, train, and encourage qualified teen sponsors as needed, and conduct evaluation of all teen sponsors on a periodic basis.
4. Spend time with teen youth on a personal level, both inside and outside of organized youth activities, in order to build rapport and model the Christian faith in everyday settings.
5. Connect with parents of teens on a regular basis for the purpose of partnering with them in leading their teen to a vibrant walk with Christ.
6. Seek opportunities to help young people discover and use their spiritual gifts and develop leadership skills for the edification and growth of the Lord's Church.
7. Promote and be willing to work in our area church camp.
8. Promote and lead youth groups to youth conferences, e.g., CIY.

**B. Possible Associate Ministry Duties** (Specific duties to be determined at time of hire)

1. Education Area: Work in cooperation with the Youth and Adult Education Ministry Teams to develop and implement ministries and events that will help members grow as followers of Jesus. This may include the following:
  - a. Recruiting and training teachers for the youth and adult Sunday School classes
  - b. Develop a curriculum sequence for the youth and adult Sunday School classes
  - c. Procure/approve curriculum materials for the various Sunday School classes
  - d. To plan education activities/classes other than Sunday School
2. Outreach Area: Work in cooperation with the Outreach Ministry Team to develop and implement ministries and events that will connect people from the community with the ministries of UCC. This may include the following:
  - a. Organizing service projects
  - b. Finding ways to “market” the church to the community
  - c. Oversee a process that ensures new visitors will have a positive first impression when they attend a UCC function
  - d. Oversee an effective system of visitor follow up that includes a strategy for helping new visitors make a “second connection”
  - e. Oversee annual “Be the Church Campaign, Friend Day, and other special services primarily aimed at the goal of outreach

**C. General Duties**

1. Ensure that the youth and other assigned ministries operate in harmony with the philosophy, purpose, and doctrinal position of University Christian Church, as determined by the Elders, and in cooperation with the Education Ministry Team, Discipleship Ministry Team, and/or Outreach Ministry Team as applicable.
2. Strive to maintain rapport and a good working relationship with other staff, volunteers, and church members, being a good “team player”.
3. Schedule all ministry events and meetings on the official church calendar.
4. Keep on the cutting edge of youth and other assigned ministry areas through attending conventions, seminars, and reading current publications, etc.
5. Assist the Senior Minister as needed in performing weddings, conducting funerals, preaching, and making hospital calls, particularly where youth are involved.
6. Fulfill the Senior Minister’s administrative responsibilities in his absence.
7. Oversee our live streaming, recording, and uploading our worship services.

## **REPORTABILITY**

The Associate/Youth Minister shall report to and be supervised by the Senior Minister and be under the oversight of the Elders. The Associate/Youth Minister shall normally attend Elders meetings, providing a monthly report of plans and activities.

## **AUTHORITY**

The Associate/Youth Minister is authorized to:

1. Use church property and facilities to perform his duties as listed above.
2. Make expenditure of funds in accordance with current church policy and with the approval of the appropriate authority.
3. Attend the various ministry meetings of the congregation, if and when the need is present.
4. Seek and respond to opportunities to minister to the Body of Christ located either inside or outside the local community, with approval of the Elders.
5. Refer individuals to other qualified Christian counselors as deemed appropriate.

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