

Youth Mentoring Team

Summer 2021

Supervisor: Mary Carol Anderson



First Baptist
Greenville



FIRST BAPTIST GREENVILLE, SC

Youth Mentoring Team Position Description

Under the supervision of the Minister of Youth and Recreation and in cooperation with the other members of the youth and activities staff, church staff, internship committee, lay leadership and other committees of FBG, the Youth Mentor is responsible for the coordination and execution of arrangements for youth activities by providing administrative and clerical support.

First Baptist's Youth Mentor Team will be staffed by college student(s) who have completed at the minimum their first year of school. Youth Mentor's primary responsibility and focus is working closely with the youth ministry staff, youth and their families. Preference in selection will be given to college student(s) whom have shown genuine interest and commitment to the First Baptist Greenville Youth Ministry.

Purpose Statement of Youth Mentoring Team

The Youth Mentoring Team of First Baptist Greenville will assist in all aspects of ministry to youth (grades 6 through college) for the summer with their primary focus being on building and strengthening relationships within our Youth Family. The Youth Mentoring program is designed to provide an opportunity for college students to identify strengths, gifts, interests, and abilities; invest in this youth ministry and its members; and help create a sense of trust, respect, and bond between our youth and youth leaders.

YMT JOB DESCRIPTION

Two Possible Job Structures:

1) Solo Youth Mentor

During a summer in which **one** college student has been hired, the Youth Mentor will collaborate with the Youth Ministry staff. The individual needs to be self-motivated and driven, in order to accomplish tasks by the deadline.

2) Team Environment

During a summer in which more than one (up to 3), college student have been hired, the Youth Mentors will function most often as a team. Youth Mentors will collaborate, and divide work up as it is assigned, in order to accomplish tasks by the deadline. The Youth Ministry Staff may assign some tasks to individual Mentors based on their gifts and talents.

Time Frame: 11-week position with average 25-30 hours/week. May 16, 2021 – Aug 28, 2021

Schedule / Time Commitment:

Some days/weeks will require more hours than others. The times listed below are rigid and could vary depending on what tasks need to be completed that day/week. **refer to YMT Expectations for further explanation.*

- **In-Office Hours**

- Monday: 10:00 a.m. – 5:00 p.m.
- Tuesday: 10:00 a.m. – 5:00 p.m.
- Wednesday: 9:00 a.m. – 5:00 p.m.
- Thursday: 10:00 a.m. – 5:00 p.m.
- Friday: as needed
- Sunday: Sunday School & Worship, & possible evening activities.

- **Out-of-Office Hours**

- Tuesday Evenings – College Bible study & dinner
- Wednesday Mornings/Afternoons – Mission Possible, Lunch Club, Bible Study
- Sunday Evenings (some) – Youth events
- Trips, retreats and special misc. activities/events
 - **Youth High School Mission Trip** –
Saturday, June 19- Saturday, June 26
 - **Unidiversity Youth Camp – Maryville College, Maryville, TN**
Monday, July 19 – Saturday, July 24
- Job-related meetings/activities
 - YMT Orientation – Monday, May 17 @ 1 pm
 - Meet & Greet Session with Internship Committee – *Wed. May 19, 4:00-5:30 pm*
 - Closing Dinner with Ministry Education & Formation Committee – *Thursday, July 29 @ 6 pm*

Compensation

- A stipend of \$2000.00 each (up to 2 YMTs), based on average 25-30 hours/week for eleven weeks. The stipend is \$1,333 each when 3 YMTs are hired.
- Plus, all expenses paid for High School Mission Trip and Unidiversity Youth Camp.

YMT Responsibilities & Duties

- Provide assistance to Youth Minister and Youth Staff in organizing and carrying out details for youth trips /retreats, weekly activities and meetings as needed – clerical work, organization, maintenance chores, run errands, etc.
- Provide assistance to Youth Minister and Youth Staff during trips/retreats, activities, events, etc. as needed – chaperones, errand runner, small group leader, clean-up, etc.
- Participate in weekly meetings with Youth Ministry team – *Mondays @ 10:30 am*
 - Review, organize, prioritize and assign task list(s) in conjunction with other calendars (church events, other employment, personal engagements, etc.)
 - Review/Report of Summer Assignment
 - Centering/Bible Study/Reflection (A contemplative prayer/discussion time will take place each week in a designated area in the church.)

- Attend Ministry Education & Formation Committee gatherings for evaluations and check-ins as scheduled.
- Develop, plan, organize, advertise and lead summer activities and events for Youth (with the guidance from the youth minister and youth ministry staff)
 - Youth Bible Study (Wednesday afternoons)
 - Mission Possible (Wednesday mornings)
 - Lunch Club (Wednesdays at noon)
 - Misc. mission projects
 - Misc. events / activities (ie: 80's Prom, Guys/Gal Day, Dollywood)
- Plan, organize, advertise and lead Tuesday night Bible studies for FBG College students.
- Serve as a communication and information link within the Youth Family.
 - Help maintain up-to-date information through email, phone calls or texts
 - Manage/Update Youth Family's social media outlets (*Facebook & Instagram*)
- Help maintain an organized and clean office environment and facility
- Attend with the Youth Minister, committee meetings in which they serve as staff liaison.

YMT Expectations and General Work Environment:

- Ministry is a vocation in which we often do not have a rigid on/off, or start/stop environment. Ministry sometimes is not convenient, but that does not decrease the importance of the work we are doing together. During your internship this summer you will have some weeks that are longer (even having to work overtime) than other weeks. You may not be on a strict 9 am – 5 pm schedule in order for you to accomplish all of your tasks. Please understand, tasks must be completed and cannot be left for your supervisor to pick up. You need to complete your tasks, and sometimes that means working longer than expected hours.
- This work environment is relational. There will be times that you need to spend time with other staff members as they engage you in conversation. This is important. This is how our church connects with you. Please try to balance this time, knowing that you also have responsibilities to accomplish each day.
- Productivity vs Free Time. We expect you to make good decisions when balancing your free time with being productive. There will be many times that it is easy to goof off and enjoy the time you spend at the office. As our youth gather in the office on a daily basis, it is important to connect with them and build relationships with them to encourage continued participation in our church's youth ministry when the summer is over. However, this needs to be balanced with daily tasks and assignments.
- Please understand your supervisor may not always be able to give you a specific assignment because of deadlines in his/her job responsibilities. There is still a list of things that need to be accomplished that you can focus your time doing. You will have an ongoing summer assignment as well as other day-to-day assignments that should be the focus of your attention.

- Taking responsibility for *all* work, and *any* assignment or task given is a very important piece of this summer. You are representing this church, and the staff that you are working with during the summer. Take seriously your tasks and see to it that all of your tasks are finished on time, and accomplished with a standard pride.
- Speaking to and acknowledging everyone as you move through the church, understanding the need to engage people as their minister and a member of our ministry team.

Possible Opportunities & Vocational Exploration

- A Youth Mentor may request to accompany a staff member on hospital visits, or other tasks to explore full-time ministry in the Church.
- Serve as a Greeter at an assigned door each Sunday.

YMT Requirements:

- Each YMT must have their own laptop and bring each day for office productivity.
- Complete and submit “Summer Youth Mentor Goals” to Youth Minister and MEF Committee by **Sunday, May 23, 2021**.
- Complete and submit a written evaluation of goals/accomplishments at the end of summer to Youth Minister and MEF Committee by **Tuesday, July 27, 2021**.
- End of summer review with Youth Minister scheduled by appointment during the week of **July 27 – July 30**.