

Announcing: Applications for the position of Regional Director of Youth Ministry are now being received.

(Please note that the Outdoor Ministry portion of this previous position has been eliminated.)

Send resume, letter stating your interest and special experience in youth ministry, and two letters of recommendation (including a local pastor) to Regional Minister, Ben Bohren, Christian Church (Disciples of Christ), 9260 Alcosta Blvd Suite C-18, San Ramon, CA 94583. Application with all letters must be received in the regional office by April 1. Interviews will be conducted April 5-8 and new staff person must be available to be introduced to Annual Meeting on April 24. Salary is \$4000 a year plus \$1000 for travel and \$1000 for field expenses.

Thanks,
Ben

See page 2 for job description.

Regional Director for Youth Ministry

Beginning April 1, 2010

Staff work for Regional Youth Council (RYC) and Regional Youth Ministry

- In partnership with group leaders: plan and organize meetings, including assisting with the preparation of agenda and ensuring minutes are recorded
- Meet separately with RYC throughout the year at least quarterly or as needed.
- Publicity and promotion of all youth events and programs
- Update files, rosters, application forms, etc. as needed
- Organize and facilitate new RYC applications and election process
- Provide leadership development training opportunities at RYC meetings
- Interpret regional policies to RYC reviewing them every other year
- Work with resources committee to monitor budgets relating to youth programming
- Provide regular announcements to the editor of the weekly e-news
- Respond quickly to RYC and regional staff with agreed upon method of communications
- Support RYC officers in fulfilling their job descriptions
- Attend Outdoor Ministry Committee meetings and in partnership assist with their program including updating policies and regulations and envisioning summer camping themes
- In conversation with RYC and regional staff create new ideas to broaden and increase the number of youth involved in regional youth programming. Special attention would be given to churches with small numbers of youth, churches where no or few youth are involved and to racial/ethnic congregations.

Report to Regional Minister-President

- Email and phone correspondence
- Collaborate with RM-P on all policy changes and RYC applications
- Attend staff meetings, and at least 1 board meeting per year

Youth Ministry at Annual Meeting

- Help to organize youth housing with AM registrar
- Recruit or ensure that there are enough adult volunteers for youth housing
- Lead a mandatory training for adult volunteers on Friday night
- Act as director of youth activities at Asilomar, checking in with each room at lights out
- Encourage the AM planning committee to include significant involvement of youth in worship and leadership at AM, including a youth workshop

Event Registration Duties

- Secure and sign contracts for event facilities
- Collect all monies and registration forms, keep records of payment and event rosters
- Submit collected fees to bookkeeper, and work in partnership to make payments to event facilities and reimburse for program expenses
- Send "money still owed" letters to families and churches
- Run background checks on adult volunteers for youth, keep confidential records

Position commitments for Youth events

- Midwinter junior high youth retreat (Saturday in January)
- Feb Camp high school youth retreat (Saturday in February)
- Fall Fest youth event (Saturday in October)
- Annual Meeting Weekend (Friday thru Sunday in April)
- Other special regional youth events