

JOB DESCRIPTION - Youth Council Chair

JOB/TASK: *Youth Council Chair*

NUMBER OF PERSONS NEEDED: 1

TIME COMMITMENT/FREQUENCY: *Meetings 3-4, times/year, plus planning time*

SUPERVISOR /CONTACT: *Director of Youth Ministries*

MINISTRY GROUP RESPONSIBLE: *Christian Education*

REFERENCES: (people who have done this job and would be willing to answer questions about it): *Barbara Gibby*

The Youth Council is made up of middle and high school students, youth advisors, teachers and parents.

Job Responsibilities:

Schedule and Conduct Youth Council Meetings 3-4 times yearly

- o Contact members and provide an agenda for Youth Council meetings
- o Facilitate discussion at Youth Council Meetings
- o Capture and distribute minutes of the meetings to all members of the Youth Council

Recruit and reach out to youth to participate on the Youth Council as older youth graduate

Coordinate the Senior Recognition Brunch every June

- o Notify Middle School parents that they will be needed to provide food and beverages for the gathering
- o Recruit helpers to set up tables and clean up
- o Notify Senior Hi parents about the event and request that they submit pictures of their graduating senior to be used in posters
- o Assemble the posters and display them on Senior Recognition Sunday in the Narthex

Represent the Youth Council on the CE Committee along with the Director of Youth Ministry

Provide assistance to the Director of Youth Ministry as requested