

**Youth Commission Chair
Job Description
Updated May 25, 2018**

Mission/Purpose: Youth Commission oversees all education and programs of CMC that relate directly to children and youth (nursery through high school), encouraging and preparing them to follow the way of Christ in the world. The primary assignment for the Youth Commission is to give overall leadership to the various committees and groups related to children and youth activities at CMC. The Commission will also process and develop recommendations for church council regarding Christian education and activities. Youth Commission may serve as an advocate for including faith development of youth in other congregational activities as appropriate.

Responsibilities: The Chair coordinates the efforts of the Youth Commission. The Chair is appointed by the Gifts Discernment Committee and approved by congregational vote for a three-year term. The Chair relates to the Vice Chair, who will become the Chair after a two year term. The Chair serves on the Child Protection Committee. The Chair also coordinates Youth Commission meetings, currently held each quarter, that includes representatives from MYF, Jr MYF, Venture Club, Sunday school, Nursery, Mentor/Mentee Program, Library, and a pastor (see CMC Organizational Flow Chart dated 8/11). The purpose of the meeting is to provide communication on current children and youth happenings in each program, to offer mutual counsel and support for leaders of various programs, and to discuss both specific and general issues related to youth and their faith development at CMC. Finally, the Chair of the Youth Commission also represents commission interests on Church Council and coordinates communications with Council, serving as the link between Council and the Youth Commission. The Chair works together with the Vice Chair and Youth Commission to find replacements for open positions (in consultation with the Gifts Discernment Committee).

Recurring Activities/Responsibilities of the Chair:

Quarterly: prepare meeting agendas, lead meetings, assure note-taker is present and minutes are emailed to the church office, provide proper orientation for new committee/group members as they begin positions (with the pastor that relates to Youth Commission).

January:

- Meet with the Sunday school superintendent to discuss needs for the upcoming quarter.
- Confirm or identify someone to coordinate “Care Packages” to be assembled and given in March or April to post-high young adults who are in college or working (5 years out of high school).
- Meet with the pastor who relates to Youth Commission to prepare agenda for the next Youth Commission meeting.

February

March

- Identify persons willing to coordinate Vacation Bible School.

April

- Meet with the pastor who relates to Youth Commission to prepare agenda for the next Youth Commission meeting.
- Ensure Child Protection Committee has determined a date for Safe Church training for new Sunday school teachers, helpers, music leaders, mentors, nursery volunteers and other volunteers working with children and youth.

May

June

- Assist Vice Chair in recruiting and identifying teachers for Sunday school during the fall quarter.
- Assist with Bible school planning as needed.

July

- Meet with the pastor who relates to Youth Commission to prepare agenda for the next Youth Commission meeting.
- Assist with and participate in Bible school.

August

- Meet with the Sunday school superintendent to discuss needs for the upcoming quarter.

September

October

- Meet with the pastor who relates to Youth Commission to prepare agenda for the next Youth Commission meeting.
- Meet with the Sunday school superintendent to discuss needs for the upcoming quarter.
- Check with the church administrator regarding childcare for the November congregational meeting, or arrange for childcare volunteers.

November

- Develop Youth Commission budget for the upcoming year.

December

- Write the Youth Commission annual report and remind sponsors and committee chairs to submit reports (SS superintendent, Venture Club, Jr. MYF, MYF, Nursery, Library, Mentor Coordinator, Child Protection Committee).

