

# **Little Rock Baptist Church**

## **Youth Ministry**

### **Bylaws, Duties, and Responsibilities**

#### **Purpose:**

The Youth Ministry at the Little Rock Baptist Church (LRBC) seeks to promote the youth and to provide a safe and healthy environment for all youth to comfortably express their faith and their love of Jesus Christ in a Christian community as well as advocating for youth.

#### **Mission:**

The mission of the Youth Ministry is to lead the young people of LRBC into a closer relationship with Christ by defining the goals and objectives, and offering opportunities to explore their faith through worship, expanded Christian relationships and through life-transforming experiences. The Director of the Youth Ministry and LRBC Church Leaders shall offer a variety of Christian centered worship, experiences and activities for the young people. The ministry shall serve as advocates for the young people by mentoring them into a life-long relationship with God and the Church. The ministry shall design programs that bring the community of young people together from area churches to express their faith in a nurturing and supportive environment with each other and those that they minister to.

*Matthew 18:1-6 (KJV)*

*“<sup>1</sup>At the same time came the disciples unto Jesus, saying, Who is the greatest in the kingdom of heaven? <sup>2</sup>And Jesus called a little child unto him, and set him in the midst of them, <sup>3</sup>And said, Verily I say unto you, Except ye be converted, and become as little children, ye shall not enter into the kingdom of heaven. <sup>4</sup>Whosoever therefore shall humble himself as this little child, the same is greatest in the kingdom of heaven. <sup>5</sup>And whoso shall receive one such little child in my name receiveth me. <sup>6</sup>But whoso shall offend one of these little ones which believe in me, it were better for him that a millstone were hanged about his neck, and that he were drowned in the depth of the sea.”*

#### **Membership:**

- 1.) The members of the Youth Ministry must be committed to the spiritual growth of the young people at the Church.
- 2.) The members of the Youth Ministry must contribute regularly to the support of the Church and attends either Sunday School and/or Bible Study on a regular basis.
- 3.) The Officers of the Youth Ministry shall consist of the Director of the Youth Ministry, a vice-chairperson, secretary and a treasurer.
- 4.) The Officers, except the Director of the Youth Ministry shall be chosen annually. Officers shall be able to succeed themselves.

## **Responsibilities:**

The Youth Ministry members shall:

- 1.) Attend, participate in, and help organize all required meetings, programs and events.
  - a) Open and close all meetings with prayer
  - b) Contribute to positive and open discussion at all meetings and programs
  - c) Help implement all initiatives and programs
- 2.) Help create a culture of responsibility and faithful service.
- 3.) Abide by and reinforce the covenant of the Little Rock Baptist Church.
- 4.) Spread the mission of the Youth Ministry by sharing all necessary information with the LRBC church body.
- 5.) Promote Youth Ministry events and activities within the Church and Community (as deemed necessary).
- 6.) Define the Youth Ministry budget at the beginning of each calendar year (within the guidelines established by the Trustee Board and approval by the Pastor).

## **Officers' Duties:**

- 1.) **Director of Youth Ministry** – Serve the church by developing, coordinating and administering an effective and comprehensive ministry to the young people of the church and providing leadership to and supervision of members and volunteers involved in the ministry.
  - a) Oversee the planning, coordination, and implementation of youth programs and activities
  - b) Assist in worship services and preach at the request of the Pastor
  - c) Teach Sunday School classes and Bible Studies at the request of the Pastor or Director of Christian Education
  - d) Establish goals and objectives by prioritizing related programs, managing the use of facilities, planning an appropriate budget, delegating tasks and evaluating progress regularly
  - e) Give a state of the Youth Ministry report at the Annual and Semi-Annual church meetings
- 2.) **Vice-Chairperson** – In addition to the Youth Ministry Responsibilities listed above, the Vice-Chairperson's duties include the following:
  - a) Act in the absence of the Director, and when so acting, the Vice-Chairperson shall have the responsibilities and the restrictions of the Director
  - b) Perform duties as from time to time that may be assigned by the Director or by the Youth Ministry
  - c) Ensure that all members of the Youth Ministry receive copies of governing documents and other pertinent information about the ministry or church
  - d) Assist the Director with creating and implementing the agenda for regular scheduled Youth Ministry meetings.
  - e) Meet with the church Administrative Staff at the beginning and throughout the year to address additions, changes, or corrections to the church calendar that may arise regarding the youth activities, events, and special programs.

3.) **Secretary** – In addition to the Youth Ministry Responsibilities listed above, the duties of the Secretary include the following:

- a) Schedule and notify members of the Youth Ministry of all called ministry meetings
- b) Record and monitor attendance of ministry members
- c) Faithfully and accurately prepare minutes of all Youth Ministry meetings
- d) Provide a copy of the minutes to the Church Secretary and/or Administrative Staff
- e) Provide clerical support; and perform all clerical duties related to or assigned by the Youth Ministry or Church Secretary
- f) Maintain records that include pertinent information that will be helpful to succeeding members of the Youth Ministry

4.) **Treasurer** – In addition to the Youth Ministry Responsibilities listed above, the Treasurer's duties include the following:

- a) Assist the Director of Youth Ministry with the establishment of the budget for youth activities
- b) Monitor the expenditures of the Youth Ministry
- c) Assist with preparation of the Expenditure Authorization and Reimbursement forms for the Youth Ministry
- d) If dues are required, keep accurate records of all collections and disbursements

### **Board Members**

<u>Member</u>	<u>Position</u>
Rev. Reginald Farmer	Director
Sister Tonnetta Brown	Vice-Chairperson
Sister Tinisha Cox	Secretary
Sister Jennifer Turner	Treasurer