

# Outline of Pastoral Work for Youth Ministry at FMLC

## A. Scope of Work :

1. Every year in August, submits a strategic youth ministry plan for the following year to the core co-workers meeting for discussion, modification, amendment, and approval. The youth pastor shall execute the approved plan accordingly.

2. Prepares and preaches the Lord's messages on Sundays at least three times a month. The teaching on the other Sunday can be assigned to a youth ministry co-worker. On a monthly basis, the topics and related bible verses of the Sunday messages for the coming month shall be submitted to the lead pastor for review at least one week before the new month starts.

3. Grows the youth spiritually through discipleship training, Sunday school teaching, and bible study. The youth pastor shall submit a proposal to the core co-workers meeting for review and approval prior to execution.

4. Leads the youth fellowship on Saturday nights. The youth pastor is responsible for the program planning and execution.

5. Maintains regular contacts with the youth during the week. Cares for and nourishes the youth to help them grow in Christ.

6. Holds quarterly meetings with the youth parents. Establishes and maintains good communication with the youth parents. Acts as a bridge between the youth and their parents.

7. Plans and conducts a week-long VBS activity every June by coordinating with the co-workers of the children ministry.

8. Plans and conducts special summer outdoor activities for the youth. Engages the youth in healthy outdoor activities, which may include sport events, outreach activities, or short missionary trips.

9. Plans and conducts special programs while the youth are on school breaks.

## B. Communication with the Chinese Ministry :

1. Participates in the monthly core co-workers meetings. Updates any new developments of the youth ministry. :
  - 1.1. The youth pastor by default is a member of the core co-workers committee, which is the leadership team at FML .
  - 1.2. The youth pastor has the voting right in the core co-workers meetings .
  - 1.3. The youth pastor shall update any new developments of the youth ministry in the core co-workers meetings .
  - 1.4. During a core co-workers meeting, the progress update by the youth pastor will be placed in the early part of the agenda. It is up to the youth pastor to decide if he or she shall stay and participate in the remaining part of the core co-workers meeting concerning the Chinese ministry .
  
2. Keeps close contacts and communication with Brothers Chuanbo Xu and Mingzhe Zhao, the two core co-workers in charge of the youth ministry. Updates them anytime on any new developments or needs concerning the youth ministry. .
  
3. Accepts and carries out the resolutions concerning the youth ministry passed at the core co-workers meetings .
  
4. Accepts the spiritual guidance of the lead pastor to ensure a unified direction in the teaching of the truth .
  
5. The execution and the progress of the youth ministry programs shall be reviewed by the lead pastor and the core co-workers of the youth ministry every six months for evaluation and feedback .

## C. Office, Working Hours and Spectrum of Youth Ministr :

1. Because the church does not have permanent offices at present, the youth pastor will work from home. It is expected that the youth pastor shall be self-governed and shall perform the required work during the regular working hours. The youth pastor needs to be reachable during the regular working hours .
  
2. The spectrum of the youth ministry is from sixth graders to twelfth graders .

#### D. Employment Procedure :

1. Six-month probation period ·
2. Tenure in office: 3 years ·
3. Renewal of the employment after tenure requires an approval by more than 2/3 of the core co-workers ·
4. The youth pastor shall give the church at least a three-month notice in advance if the youth pastor opts to terminate the employment with the church ·
5. A three-month advance notice is required if the church decides to terminate the employment with the youth pastor ·
6. If an employment termination is initiated by the church before tenure, the youth pastor shall stop his or her services immediately upon receiving the termination notice. The youth pastor will continue to receive payroll for 3 months ·
7. This outline shall become part of the official offer letter to indicate the acceptance of the rights and obligations by the youth pastor ·

#### E. Benefits :

1. Salary ·
2. Per-Diem expense allowance.
3. Health care insurance: includes medical, dental, vision, etc....
4. Two weeks of vacation annually.
5. If a leave of absence is needed or a vacation is planned, the youth pastor must inform the core co-workers ahead of time. Under urgent circumstances, the youth pastor may ask for the permission from the lead pastor.
6. All compensation & benefits related matters shall be referred to Brother Andrew Liu.