
Updated: 3/31/2026

PRIMARY PURPOSE

The Youth Ministry Associate role exists to facilitate the vision for youth ministry through structures and practices that draw in students and empower them to pursue Jesus. The essential responsibilities include working with the Youth Pastor to develop and execute the vision for youth ministry, recruiting and empowering volunteers, building relational connections with students and their families, leading ministry trips, and executing other day-to-day activities of the ministry.

QUALIFICATIONS, EXPERIENCE, & CORE COMPETENCIES

- 2 years or more of experience in youth programs, activities, and events
- College degree is required, preferably in a ministry or education discipline
- Enjoyment of students along with a desire to see healthy, age-appropriate community become a reality
- Effective skills in recruiting, leading, and caring for volunteers
- Ability to work on teams using authority appropriately and empowering others where possible
- Excellence in communication, using language to clearly and effectively articulate ideas
- Proven skill in accurately identifying opportunities for improvement and discovering appropriate solutions

PERSONAL TRAITS/DISPOSITION:

- A thriving relationship with Jesus which leads by example, attracts others, and inspires people to follow
- A spiritually-aligned and compelling spirit of full participation in the mission of Lake Forest Church
- Strong desire to see students' lives transformed through teaching, community, and acts of service
- High level of relational vitality including personal energy and a fun, attractive approach to life
- Marked orientation toward task and projects over ideas and designs and executing short-term plans that align with a long-term vision
- A work approach resulting in performance at the highest levels of quality
- Inclination to work independently and under self-direction but with healthy interdependence on others
- Interpersonal discernment, approaching relationships with a proper blend of maturity, humility, and boldness
- Intentionality about maintaining a healthy work/life balance

SPECIFIC RESPONSIBILITIES

1. Working with the Youth Pastor to develop and execute the strategic vision for youth ministry
 - Participating in the planning and execution of programming for weekly gatherings, small groups, and other youth ministry activities
 - Leading, teaching, or participating in weekly large group program segments as determined in program planning meetings
 - Participating in teaching and shepherding youth in their spiritual journeys on Sundays and in mid-week small group gatherings as assigned
2. Recruiting, onboarding, and empowering volunteers, building a network of individuals fully committed to seeing the ministry thrive
 - Recruiting and onboarding individuals for roles and teams according to their passions and abilities
 - Articulating the youth ministry vision to volunteers at every possible opportunity, constantly inviting and challenging each person to be fully invested in the team

Lake Forest Church is an equal opportunity employer and is committed to creating a diverse and inclusive work environment. All employment decisions are based on qualifications, merit, and organizational needs. In accordance with applicable laws, Lake Forest Church does not discriminate in employment on the basis of race, color, national origin, sex, age, disability, or veteran status.

As a faith-based organization, Lake Forest Church reserves the right to employ individuals who share and live out our Christian beliefs, in accordance with the Evangelical Presbyterian Church (EPC) [Essentials of our Faith](#).



POSITION DESCRIPTION Youth Ministry Associate

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- Teaching, training, and ensuring that team members have the necessary tools and information to fulfill their responsibilities and effectively serve as part of the team
 - Creating and maintaining a master schedule for volunteers and communicating regularly regarding assignments and necessary adjustments to the schedule
 - Caring for volunteers relationally and spiritually
 - Leading individuals or groups through necessary change, managing both the process and expectations
3. Building strong relational connections with students and their families
 - Investing in students' lives, building trust-based relationships that extend beyond Sunday gatherings
 - Strengthening relationships by attending students' activities, connecting over social media and apps, following up on prayer requests/concerns, and recognizing special occasions all in alignment with the established church-safe practices
 - Regularly praying for students and their families throughout the week
 - Intentionally connecting with parents at Sunday morning services and Sunday evening gatherings
 - Caring for families as they face life's celebrations and challenges
 4. Assisting with youth ministry trips
 - Participating in planning, oversight, and execution of youth mission trips
 - Coordinating logistics, travel arrangements, registrations, and preparations for trips, camps, and retreats
 - Debriefing and evaluating trips at completion
 5. Executing other day-to-day activities of the ministry
 - Coordinating spaces for middle and high school students to connect in Sunday morning services
 - Communicating regularly with volunteers, students, and parents to promote and encourage honest, trust-based relationships, maintain their connection to the ministry, and ensure that they receive timely and relevant information about the ministry, events, or activities
 - Protecting students through the implementation of and adherence to safety protocols, following guidelines for appropriate interactions between adults/youth as well as males/females, and knowing and following published guidelines and emergency response procedures
 - Completing forms for the use of facilities and managing those requests through completion
 - Maintaining student records in the church's database including contact information, attendance, and other pertinent information
 6. Other duties
 - Participating fully as part of the Lake Forest Staff team, prioritizing all staff gatherings and engaging in team and church-wide events and activities as necessary
 - Assisting in the preparation of annual budgets and stewarding resources/financial obligations for respective ministry area
 - Fulfilling other responsibilities as assigned

POSITION DETAILS

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| Leader: | Next Gen Strategist | FLSA Status: | Salaried, exempt |
| Regular Hours: | Sunday – Thursday, regular hours Other times as needed | Position Status: | Full-time |

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