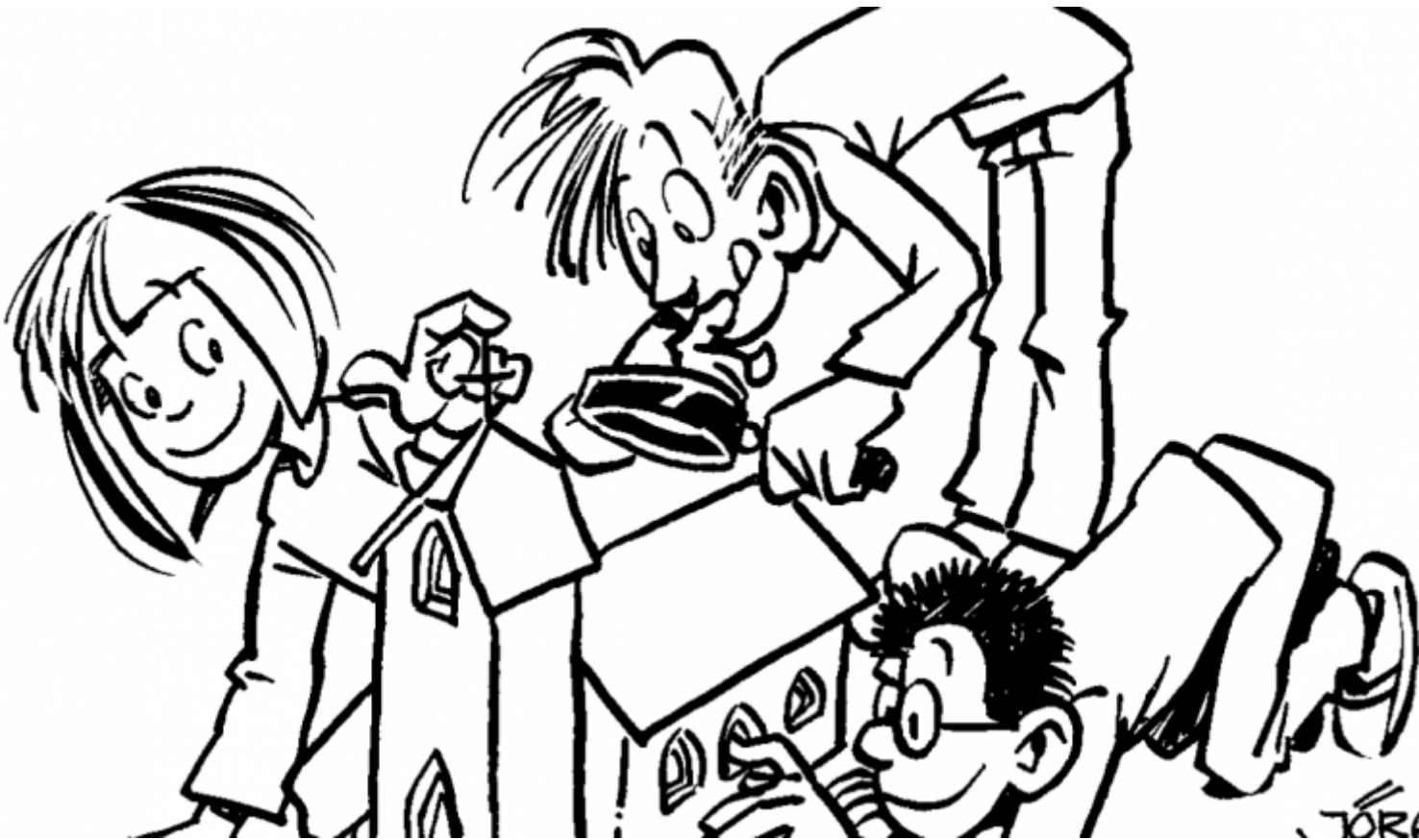


Specifications for department heads



Specifications for department heads

Requirements

- Have a concern for youth work in the community
- Have a vision for holistic, missionary youth work
- Have a vision for overall church youth work
- Have experience in supporting employees
- Be accepted and trusted by the young people
- General provisions of the local church

1. Tasks

1. Supporting the leaders by asking questions, attending team meetings and events as well as through personal evaluation discussions
2. Promoting the spiritual growth of employees, providing encouragement and correction (pastoral care)
3. Developing annual goals with the team, in consultation with the church leadership
4. Support employees by encouraging them to take on responsibility, guiding them, encouraging them to attend the BESJ training and further education courses; gradually introducing newcomers to the team
5. Coordinating appointments and communicating with the church leadership
6. Organizing staff meetings in the parish
7. Representing the Jungschar to the church leadership
8. Clarifying the succession of main leaders with the church leadership
9. Bringing the youth group's concerns to the church

10. Motivation for the missionary activities of the Jungschar
 11. Promoting age-appropriate youth group work
 12. Carrying suggestions into the youth work
2. **Competencies**
 1. In accordance with the internal regulations of the local municipality
 3. **Further training**
 1. Attending elder training and other events that are important for his work
 2. Reading specific youth work literature
 3. Insight into training courses attended by leaders.
 4. **Information path**
 1. Inform the church leadership regularly about important decisions and difficulties
 2. Bring prayer requests to the church leadership
 3. Bring dates and long-term planning to the youth team in good time via the main leader
 4. At one church meeting per year, give a short review and outlook for 5-10 minutes and introduce the team (can be done by the main leader).
 5. **Resignation and new appointments**
 1. In accordance with the internal regulations of the local municipality
 2. Inform the teams at an early stage
 3. Consult teams on new appointments

[Pflichtenheft fuer Ressortleiter](#)

References:

Contents: Annual focus 1993 "Community", Peter Blaser, Siegfried Nüesch, Martin Bihr, Hansruedi Tanner, Ueli Obrist, Johannes Wallmeroth, Peter Schulthess

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