

# Terms of reference for heads of department



To be a department leader in the Jungschar involves several important points:

## Duty Book for Heads of Departments

### Prerequisites

- Have a concern for youth ministry in the church
- Have vision for holistic, missional youth ministry
- Have vision for an overall church youth ministry
- Have experience in nurturing staff
- Have acceptance by and trust of the young
- General provisions of the local church

### 1. Duties

1. Supporting leaders by asking questions, attending team meetings and occasions, and providing personal evaluation sessions
2. Fostering spiritual growth of staff, giving encouragement and correction (pastoral care)
3. Develop annual goals with the team, in consultation with church leadership
4. Promote staff by encouraging them to take responsibility, guiding them, encouraging them to attend BESJ training and continuing education courses; gradually introduce newcomers to staff
5. Coordinate appointments and communicate with church leadership
6. Organize staff meetings in the church
7. Represent the youth group to church leadership
8. Clear succession of key leaders with church leadership
9. Promoting the JS cause to the congregation
10. Motivation for missionary activity of the youth group
11. Promoting age-appropriate Jungschar ministry
12. To carry suggestions into the youth work

### 2. Competencies

1. According to the internal regulations of the local municipality

### 3. Further training

1. Attending elders' training and other occasions relevant to his activity

2. Reading specific youth ministry literature
3. Inspecting training courses attended by leaders.

#### 4. Information Path

1. To inform the church leadership regularly about important decisions and difficulties
2. Carry prayer requests to the church leadership
3. Take dates and long-term planning to the youth team via the main leader in a timely manner
4. Give a short review and outlook at one church meeting per year for 5-10 min. and introduce the team (can be done by main leader)

#### 5. Retirement and replacement

1. According to the internal regulations of the local municipality
2. Early information to teams
3. Listen to teams during the re-staffing process

Duties and responsibilities for department heads

## Source reference:

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