



## **Greater New Liberty Youth Committee Positions**

### **The Youth Committee Vice-President**

(Must currently be in the High School (grade 9th– 12th))

The Youth Committee Vice-President (YCVP) will:

1. Preside over Youth Committee meetings in the absence of the Youth Director. If the Youth Director knows in advance that he/she will be absent, they will communicate with the YCVP in time so that the agenda responsibilities can be completed by the YCVP.
2. Be able to be on excite large crowds of youth and be willing to be an on-mic spokesperson at youth events.
3. Recruit and coordinate volunteers for all youth and GNL events as needed.
4. Will help Youth Committee Promotions Coordinator and Media Coordinator prepare a bi-monthly Youth Newsletter.
5. Works closely with Event Coordinator in planning and organizing events.
6. The YCVP must attend Bible Study **and** Sunday School. If YCVP knows in advance that he/she will be absent, they must communicate with the Youth Director prior to the service.
7. The YCVP's primary role is communication. They are responsible for ensuring that information is presented to the youth and Youth Committee concerning events, and will work with the Youth Director to perform this function. The YCVP will utilize the resources of the Youth Committee to assist with this communication.
8. The YCVP (and other Youth Committee members) will assist as needed with youth programs and events, and all programs and events at Greater New Liberty Church. His/Her assistance is not limited to youth events exclusively.
9. The YCVP will work with the Youth Committer Promotions Coordinator and Media Coordinator and share responsibility for ideas on communication with the youth via the GNL Youth Facebook page, website, and other areas of communication. The YCVP will be asked to think creatively about communicating with the youth!

### **The Youth Committee Historian/Secretary**

(Must currently be in Middle School or High School)

The Youth Council Historian/Secretary (YCHS) will:

1. Attend and take notes of each Youth Committee meeting. If YCHS knows in advance that he/she will be absent, they must communicate with the Youth Director prior to the meeting and ensure that someone on the Youth Committee can fulfill their role. It is not the responsibility of the Youth Director to find his/her replacement.
2. The YCVP must attend Bible Study **or** Sunday School.
3. The primary role of the YCHS is take pictures at all youth events, share those pictures with the Youth Committee Promotions Coordinator, and Media Coordinator document the Youth Committee actions.

4. Ensure bullet points from each Youth Committee meeting are typed and released to youth outside Youth Committee meetings via Facebook or email list.
5. The YCHS will help Youth Committee Promotions Coordinator and Media Coordinator prepare a bi-monthly Youth Newsletter.
10. The YCHS (and other Youth Council members) will assist as needed with youth programs and events, and all programs and events at Greater New Liberty Church. His/Her assistance is not limited to youth events exclusively.
11. The YCHS will work with the YCVP and share responsibility for ideas on communication with the youth via the GNL Youth Facebook page, website, and other area communication. The YCHS will be asked to think creatively about communicating with the youth!

### **The Youth Committee Event Coordinator**

(Must currently be in High School)

The Youth Committee Event Coordinator (YCEC) will:

1. Must attend Bible Study **or** Sunday School.
2. Attend all Youth Committee meeting.
3. Help oversees the event approval process and works closely with the Youth Director to ensure all details of an event is planned.
4. Work with the Promotions Coordinator in maintaining a rolling calendar for all youth events.
5. Organize and manage special events and meetings for the youth and Youth Committee.
6. Work with the Youth Committee Fundraiser Coordinator to ensure that events are remaining within proposed budget.
7. Recruit and coordinate volunteers for all youth and GNL events as needed.
8. Willingness to work behind the scenes with little recognition.
9. Be able to be on excite large crowds of youth and be willing to be an on-mic spokesperson at youth events.
10. The YCVP (and other Youth Committee members) will assist as needed with youth programs and events, and all programs and events at Greater New Liberty Church. His/Her assistance is not limited to youth events exclusively.
11. The YCHS will work with the YCVP and share responsibility for ideas on communication with the youth via the GNL Youth Facebook page, website, and other area communication. The YCHS will be asked to think creatively about communicating with the youth!

### **The Youth Committee Fundraiser Coordinator**

(Must currently be in High School)

The Youth Committee Fundraiser Coordinator (YCFC) will:

1. Must attend Bible Study **or** Sunday School.
2. Attend all Youth Committee meeting.
3. Recruit and coordinate volunteers for all youth fundraising events as needed.
4. Work closely with Youth Director on generating new ideas and business opportunities to increase fundraising and fund development.
5. Develop an annual fundraising plan and budget.
6. Takes the full responsibility to lead in initiating, planning, and implementing all necessary activities to reach fundraising goals.
7. Keep proper documents of how much funds are raised.
8. Search and research potential donors and funding sources.

### **The Youth Committee Promotion Coordinator and Media Coordinator**

(Must currently be in Middle School or High School)

The Youth Committee Promotion Coordinator and Media Coordinator responsibilities:

1. Promotions Coordinator will prepare a bi-monthly Youth Newsletter with the help of the Media Coordinator.
2. Promotion Coordinator will maintain a rolling calendar for all youth events.
3. Both must attend Bible Study **or** Sunday School.
4. Attend all Youth Committee meeting.
5. Promotion Coordinator must help recruit and coordinate volunteers for all youth events.
6. Primary role of the Media and Promotions Coordinator is to promote and communicate with all youth inside and outside of youth department in technological and non-technological ways.
7. Both will work with the Youth Committee and share responsibility for ideas on communication with the youth via the GNL Youth Facebook page, website, and other area communication. Both coordinators must think creatively about communicating with the youth
8. Media Coordinator will maintain GNL Youth Facebook, Instagram and other social networks with the help of Promotions Coordinator.
9. Promotions Coordinator will work with Youth Director to maintain Remind App communications.
10. Promotion Coordinator will be responsible for creating flyers and other promotional materials.

### **The Youth Committee Outreach Coordinator**

(Must currently be in Middle School or High School)

The Youth Committee Outreach Coordinator responsibilities:

1. Both must attend Bible Study **or** Sunday School.
2. Attend all Youth Committee meeting.
3. Main responsibility is to get youth outside of GNL involved in all youth events
4. Invite youth from outside GNL to all youth events.
5. Think of innovative ways to grow youth department in and outside of GNL.
6. Recruit, place, retain and volunteers. Keep information on volunteers and their participation.
7. Host an annual volunteer appreciation events
8. Coordinate community volunteering events.
9. Think of new community service opportunities to reach youth inside and outside of GNL.