

CONFIRMATION “GUIDE” JOB DESCRIPTION

Overall Purpose:

Youth need to know they are loved and cared for. You are a confirmation “Guide” to care for the needs of those youth in your group using the power of the Word and the Holy Spirit.

Qualifications:

- ✦ 18 years or high school graduate
- ✦ Desire to serve God in many different ways
- ✦ Dependable and committed (youth feel abandoned if leaders leave in the middle)
- ✦ Flexible

Responsible To:

- ✦ The Director of Christian Education or “Head to Heart Director”
- ✦ Youth and Families under your care

Responsibilities:

- ✦ Time Commitment: (avg 2.5 hours per week)
- ✦ Care for up to 6 youth in your midst
- ✦ Take small groups away from large group to consider the lessons main points
- ✦ Partner in Faith: You will be a partner with you while allowing them to see their own faith journey as fellow disciples. Youth learn by example. You may become their role model.
- ✦ Counselor: You will occasionally listen to problems and give advice. The title of counselor should be reserved for trained professionals
- ✦ Parent: Although you may have children in confirmation, parenting is not your role in the small group. Treat your child the same as every other child
- ✦ Lecturer: Do not lecture, this kills discussion and defeats the purpose of group time
- ✦ Planner: you will make plans and arrangements for the upcoming lessons
- ✦ Greeter: you will welcome both members and sometime their friends. This will help teach hospitality. You are not their friend however; you need more authority than a buddy.
- ✦ Discussion Leader: Your role is one of listening, discussing and thinking about what has been taught and helping youth draw conclusions from the head to the heart.
- ✦ Expert: It is not the guide’s role to show expertise but rather to encourage group members to share their knowledge. you are not expected to be a theologian. You may want to invite a pastor to join your group to discuss theological issues.
- ✦ Attend Spring Confirmation Retreat as a chaperone for your small group

Time of Contract:

- ✦ You agree to commit 1 year to this ministry (August - June). If you would like to continue after that please inform DCE or Pastors, and sign another job description

Church Resources: (what will the church need to supply for you?)

- ✦ Youth in your care
- ✦ Fall, Winter, and Spring *Group Huddles*, to encourage and strengthen you in your ministry
- ✦ Leader Materials

Evaluation:

- ✦ Each quarter you will evaluate the program during the *Group Huddles*. Other leaders will give you feedback on how you are doing for encouragement
- ✦ At the end of the year, an evaluation will be given on the program to see what is going well and what may be improved for future years.

Your Signature

Staff Signature

Date

Your Printed Name

Printed Staff Name

Evaluation Date