

# Youth Assistant Subsidy Program

Fax: 951.509.2399 | Email: [youthinfo@seccsda.org](mailto:youthinfo@seccsda.org)



Hello!

The SECC Youth Department is happy to offer financial subsidy to approved churches for youth assistants. Please read through everything carefully and submit applications to the Youth Department. From Jan 1-April 30 of each year, applications will only be received from churches with a sole pastor or ministry leader. Following that period, financial support will be given based upon need, submission date, and funds remaining. All subsidy agreements will expire on Dec. 31, unless otherwise stated.

Approval will be given to churches who follow all conference and human resource guidelines. This includes supporting the youth of the church and the hired assistant through an adequate budget, leadership opportunities, proper mentoring, and implementing our SECC Youth Core Values. Employees will also be expected to be paid no less than California minimum wage (no stipends), have all hours recorded, given proper training, and allowed time off. More information on these requirements is included. Should you have any questions, please don't hesitate to contact us:  
Human Resources Department: 951.509.2354 | Youth Ministries Department: 951.509.2265

## Step by Step Process

1. Read through all attached guidelines and instructions.
2. Submit "Application for Youth Assistant Subsidy" to Youth Department. (attached)
3. Upon approval, present to church board.
4. Upon church board approval, interview candidate(s), select candidate. Inform SECC HR.
5. Submit all paperwork to Human Resources no less than three weeks prior to start date.
6. Meet with youth assistant to orient them on safety, mentoring, and job expectations.
7. Funding will be received quarterly from Youth Department through end of assignment.
8. Upon completion of assignment, submit review to Youth Department. (attached)

# Application for Youth Assistant Subsidy

Fax: 951.509.2399 | Email: [youthinfo@seccsda.org](mailto:youthinfo@seccsda.org)



## Contact Information

Contact Person: \_\_\_\_\_ Role: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Organization/Church: \_\_\_\_\_

Will you supervise this position? Y / N If No, supervisor contact: \_\_\_\_\_

## Position Information

Position Title: \_\_\_\_\_ Church Youth Min. Budget: \_\_\_\_\_

Ages/Ministries Overseeing: \_\_\_\_\_

Specific Ministry Responsibilities: \_\_\_\_\_

## Youth Assistant Position Details

(See attached doc. for SECC guidelines)

Expected start date: \_\_\_\_\_

Expected end date: \_\_\_\_\_

Hours / week: \_\_\_\_\_ Hourly rate: \_\_\_\_\_

Please use [SECC Cost Breakdown Calculator](#):

Total Monthly Cost Estimate: \_\_\_\_\_

Requested monthly subsidy  
from Youth Department: \_\_\_\_\_

## The Youth Assistant will be invited to

Attend board meetings Y N

Preach for the main service Y N

Teach Sabbath School Y N

Join on visitations Y N

A weekly staff meeting Y N

Share ministry ideas Y N

Take appropriate time off Y N

Thank you for your application! We will carefully review it and contact you within 1-2 weeks. We may also reach out with any questions we have.

# Youth Department Core Values



## SECC Youth Core Values

In 2020, the Youth Department spent time praying together and processing how we can best serve this conference, and in what direction we feel God leading youth ministries in the SECC. From that time away we came up with our Five Core Values—guiding principles for how we want to lead, and how we desire for our churches to lead as well. Our Core Values are as follows:

### **Empowerment**

Mentoring and equipping youth and youth leaders to take ownership and lead well.

### **Innovation**

Boldly sharing the Gospel in new ways and with purpose.

### **Relevancy**

Proactively addressing present issues in the lives of young people.

### **Diversity**

Celebrating the differences in people, culture, and preferences found in the SECC and beyond.

### **Jesus**

Elevating Christ in all we do and all we are.

For guidance on implementing these values in your church, visit [seccyouth.com](https://seccyouth.com) or [churchesgrowingyoung.com](https://churchesgrowingyoung.com)

# Review of Youth Assistant

Fax: 951.509.2399 | Email: [youthinfo@seccsda.org](mailto:youthinfo@seccsda.org)



## Youth Assistant Information

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Start date: \_\_\_\_\_ End date: \_\_\_\_\_

Organization/Church: \_\_\_\_\_ Contact: \_\_\_\_\_

## Performance Review

In what areas did the Youth Assistant do well? \_\_\_\_\_

\_\_\_\_\_

In what areas did the Youth Assistant struggle? \_\_\_\_\_

\_\_\_\_\_

On a scale of 1-10, how satisfied were you with the Youth Assistant's job performance?

\_\_\_\_\_

Do you believe they could have a future in pastoral ministry? Why or why not?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Reviewer Information

Name: \_\_\_\_\_ Role: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Please submit to the Youth Department upon completion. Thank you!

# Review of Employer

Fax: 951.509.2399 | Email: [youthinfo@seccsda.org](mailto:youthinfo@seccsda.org)



## Employer Information

Organization/Church: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Supervisor Contact: \_\_\_\_\_

Position Title: \_\_\_\_\_ Length of Assignment: \_\_\_\_\_

## Employer Review

In what ways did you enjoy this church position? \_\_\_\_\_

\_\_\_\_\_

In what ways was this church position challenging? \_\_\_\_\_

\_\_\_\_\_

On a scale of 1-10, how satisfied were you with your experience working in this position?

\_\_\_\_\_

How did this position affect your personal desire to one day become a full-time pastor?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Reviewer Information

Name: \_\_\_\_\_ Age: \_\_\_\_\_ Gender: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Please submit to the Youth Department upon completion. Thank you!