

Director of Youth Ministries Job Description

Reports To: Lead Pastor

Job Summary:

The Director of Youth Ministries is a full-time position responsible for the administration, supervision, and leadership of the youth program and will function under the guidelines of the Book of Discipline of the United Methodist Church. In overseeing the youth program, the Director will create an atmosphere that follows the mission of SGUMC to “discover and live the love of God through sharing, serving, and connecting with all peoples”.

Job Purpose:

To foster an environment where youth are excited to participate and build relationships with each other and with Christ, exposing them to Christ’s love and teachings, and leading youth to become disciples of Christ.

Primary Duties:

The Youth Minister will have the authority to design and carry out activities, programs, education, worship experiences and outreach work for youth 6th through 12th grades — including Sunday school, youth groups, and mission events that nurture youth in their understanding of Christian teachings, beliefs, and lifestyles. In doing so, the Youth Minister will have the following responsibilities:

1. Work with Youth Council and parents to recruit and train adequate numbers of adult volunteers to run the ministry, including offering child protection training.
2. Oversee the training of children and youth seeking to be confirmed in the church.
3. Manage expenses of the youth ministry within the approved budget, including the tracking of payments and the coordination of fundraising activities.
4. Work with the Director of Children and Family Ministries to involve youth in leading children by volunteering for Childrens Own Worship (COW) and other events such as Vacation Bible School (VBS), Happenin’ Hallow’s Eve, etc.
5. Work with the Director of Adult programs to involve youth in cross over ministries with joy.

Responsibilities and Expectations:

The Youth Minister will perform their essential functions with integrity, initiative, creativity and little supervision.

1. Accountable to the Staff/Parish Relations Committee (SPRC) for the satisfactory fulfillment of all functions and responsibilities.
2. Report directly to the Lead Pastor for direction and guidance in performance of duties. Will meet with Lead Pastor every other week, and provide updates to the full staff at weekly staff meetings.
3. Coordinate youth activities in consultation with the Lead Pastor and other staff members to produce an effective and comprehensive program.
4. Enlist the talents of lay persons in the church to assist in the execution of the program as designed.

5. Provide timely communication with the congregation through inserts in church bulletins, emails, and special mailings, and modern means as appropriate to keep our membership engaged in supporting our youth and in inviting strong participation among volunteers and youth in the program.

Qualifications/Skills:

1. Experience in building and leading a successful youth program in a Christian environment.
2. Experience in using quantitative measures to track and measure program success.
3. Proven track record of building community wide relationships through ministry development and service with other organizations.
4. Strong verbal and written communication skills including adept use of social media and technology in ministry.
5. Ability to effectively balance the protection of confidential information and the protection of the mental, spiritual and physical health of children.
6. Strong people skills, including skills in conflict and team management, and the ability to build effective relationships with youth, parents, adult volunteers and the congregation.
7. Youthful energy and knowledge of pop cultural trends to keep youth attracted and engaged.
8. Proficient in building strong, confidential relationships with youth of all ages and genders.
9. Able to build solid relationships with parents and be open to new ideas and constructive feedback.

Personal/Professional:

1. Be a faithful servant of Jesus Christ and model the life of person who values Christian faith.
2. Flexible and able to cope with changing circumstances.
3. Be visible in worship and in the community at church events, school events, sporting events and other events in which youth participate.
4. Conduct all interactions with integrity.
5. View the job as an extension of ministry in service to God and in supporting the goals, mission and programs of SGUMC.