

WASHINGTON UNITED METHODIST CHURCH
206 W. 2nd Street
Washington, Iowa

Job Description - Director of Youth and Small Group Ministries
Revised and Approved by Administrative Council on September 19, 2019

Job Title: Director of Youth and Small Group Ministries

Non-Exempt, Part-time (20/25 hours per week)

Primary Duties and Responsibilities

- To guide and encourage youth in spiritual growth and to train them in serving Christ.
- To organize and oversee youth groups for 6-12th grades year-round.
- To initiate, coordinate, support, and oversee the ministries designed to involve adults in small groups, Sunday School, and in group learning and connection.

Specific duties and tasks (Youth Ministries)

- Support the planning and execution of all events that encompass a balanced youth ministry in the areas of group building, worship, discipleship, mission, and outreach
- Engage resources for developing the youth ministry programming.
- Recruit and train volunteers who work with youth in all aspects of youth ministry and ensure adequate volunteer support and adult to youth ratio.
- Work with the congregation to effectively reach youth in the community and develop a strategic youth ministry outreach plan.
- Organize and teach confirmation class under supervision of lead pastor.
- Communicate with youths in a timely manner and as effectively as possible using all resources (e-mail, website, bulletin, newsletter, social media, etc.)
- Establish and maintain strong communication with the church staff and leadership, parents, youth, and congregation as a whole.
- Keep records of youth participation to include medical waivers and manage the youth ministry budget.
- Outreach to the other churches in the community and pursue youth ministry alliance.
- Ensure that Safe Sanctuary Policy is observed in all youth ministry settings

Specific duties and tasks (Small Group Ministries)

- Coordinate and facilitate small group ministries in WUMC.
- Recruit, organize, train and support persons who are called to lead small groups for accountable spiritual growth and mission.
- Develop and administer programs to provide the basic elements of Christian commitment.
- Identify curricular resources and make suggestions regarding curriculum for small groups.
- Promote and support options for small group offerings.
- Track those who are involved in small groups and encourage continued participation.

Other Duties and Tasks for the position of Youth and Small Group Ministries

- Promote and participate in church camp and in mission trip.
- Attend and participate in worships.
- Preach at Sunday worship services as required by lead pastor.
- Support the ministry efforts of other staff members all the time.
- Other tasks as assigned by lead pastor.

Relationships

- Accountable to and supervised by lead pastor
- Formal performance evaluation schedule will after the first 90 days, 6 months, and then annually.

REVIEW

- This document shall be reviewed annually.