

TABERNACLE UNITED METHODIST CHURCH
JOB DESCRIPTION: DIRECTOR OF YOUTH MINISTRY
PART-TIME POSITION

POSITION DESCRIPTION: The Director of Youth Ministry (DYM) is responsible for overseeing the youth (ages 12-18) ministry program for our church. This includes planning and coordinating education, fellowship, and worship opportunities for various youth programs, at Tabernacle UMC. The DYM is directly responsible to the Pastor.

ESSENTIAL FUNCTIONS:

1. Planning and Coordinating

- Coordinated youth events with the Pastor, the Staff, and Youth Ministry Committee.
- Identify the needs of youth from grade 6 through age 18 within the church family and larger community to which the church ministers.
- Plan ministry activities and programs designed to meet approved objectives.
Specifically:
 - Guide youth toward full membership responsibilities and leadership in the church to include youth confirmation, professions of faith and lay speaking opportunities (Youth Sunday).
 - Encourage inclusion of youth in the goals of the congregation (professions of faith, stewardship, missions support, small groups, etc.)
 - Helping the congregation through programs and information sharing to be aware of the hopes, concerns, and needs of youth in our community in order. to determine how to serve them as Christian disciples and good neighbors.
- Work with the Youth Ministry Committee to develop and administer the respective ministry budgets, including approval of all expenditures.
- Keep the Youth Ministry Committee and the Pastor informed of the financial status of the Youth Ministry programs.
- Coordinate with other ministry leaders to develop and support church-wide sponsored events to include youth.
- Represent the Youth Ministry Department at church staff meetings and Council of Ministry meetings, and when required, attend Church Council meetings.
- Communicate needs and concerns related to the youth ministry programs to the Council of Ministry, Staff Parish Relations Committee, and Pastor as appropriate.

2. Youth Ministry Work

- Establish and lead a Youth Ministry Committee. This committee will be responsible for youth programming from grade 6 through age 18. Specifically the committee will:
 - Identify paths to increase involvement among Tabernacle UMC families and youth in youth ministry programs.
 - Assess the Youth Ministry needs of the congregation as shaped by Tabernacle's Mission Statement.
 - Identify and implement new opportunities for spiritual growth.
 - Develop goals and objectives for the coming year and provide feedback over previous year's goals and objectives
 - Develop fundraising opportunities to support youth mission opportunities.
 - Develop and implement strategies to promote growth in attendance through youth ministry programs.
- Meet regularly with the Council of Ministry to discuss the current status and needs of the Youth Ministry. Give special focus to theological, spiritual and moral teachings in all areas of the Youth Ministry.
- Identify and propose appropriate youth ministry programs to the Youth Ministry Committee.

- Recruit, develop and train volunteer staff to carry out youth ministry programs and the policies of the church with regard to youth programs. Consult periodically with parents to discuss aims, policies, and practices of the Youth Ministry, and to ascertain their expectations, concerns, and suggestions.
- Organize volunteers (parents and congregational members) in youth support activities (meals, transportation, fund raising, etc).
- Develop recommendations concerning space, equipment and classroom supply needs for Youth ministries.
- Maintain and provide participation records of youth for events that directly support TUMC goals and objectives specifically members in missions and small groups.
- Actively pursue ongoing education through the study of various materials, and/or attending conferences/classes that would strengthen the ministry.
- Coordinate with church leadership to schedule the yearly Youth Ministry calendar.
- Write articles for church newsletter and update the Tabernacle UMC website promoting the youth ministry programs and goals and any special programs/events forthcoming.

3. Training and Work Skill Requirements

- Minimum of two years college
- Preference – involvement in church and/or Christian youth group/s.
- Provide necessary training to adult participants (paid or volunteer) involved in youth programs in compliance with the Child Protection Policy.
- Working with the Pastor, identify training opportunities for the Director Youth Ministry professional development.
- Complete annual self-evaluation, and receive annual evaluation by the Pastor and Staff/Parish Relations Committee (SPRC) as to effectiveness of the Youth Ministry programs.
- Evaluate Youth Ministry program to meet changing needs of congregation in the context of the Church's mission statement..
- Perform other related duties as required to carry out the Youth Ministry program of the church.
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PERFORMANCE REQUIREMENTS:

- Demonstrates an understanding of the job tasks.
- Maintain an operator's license and certification for operating church vehicles.
- Demonstrates good communications and human relations skills.
- Demonstrates the ability to follow oral and written directions.
- Demonstrates good work habits including punctual and regular attendance and efficient use of time.
- Demonstrates professionalism by working cooperatively with other staff members and complying with supervisory directions.
- Attends assigned standing committee meetings 80% of the calendar year.

OTHER REQUIREMENTS:

- Work involves limited physical tasks, including an average amount of walking, standing, bending, lifting, kneeling, and pushing.
- Work involves the limited use of office equipment.

HOURS:

- The Director of Youth Ministry will work less than 1560 hours annually (approximately 30 hours per work week) to include preparation and special services. It is understood that a portion of weekly hours will be used on Sundays when youth groups routinely meet.
- The Director will coordinate a weekly schedule with the Pastor.