

# Faith Community UMC Position Description

Position Title:	Director of Youth Ministries
Reports To:	Senior Pastor
Ministry:	Youth
Classification:	X Full-time <input type="checkbox"/> Part-time
FLSA Status	X Exempt <input type="checkbox"/> Non-Exempt

## KINGDOM PURPOSE

Promote the Kingdom of God in leading the youth and youth ministries volunteers to further the Mission and Vision of Faith Community UMC.

### Spiritual

- Professes Jesus Christ as Lord and Savior
- Commitment to personal spiritual growth
- Considers this position a life ministry, not just a job
- Models standards and expectations of leaders within FCUMC, including:
  - membership, worship attendance, small group participation
  - financial generosity, and serving out of call and giftedness

## ESSENTIAL DUTIES & RESPONSIBILITIES

### Overall Leadership of Youth Ministries

- In collaboration with and under the direction of the Associate Pastor for Family Ministry, vision and plan new ways to grow Youth Ministries (ages 12-17) to strengthen our Faith Community in worship, group life and service.
- Provide clear, effective, and timely communication of youth opportunities and programming.
- Plan, coordinate, administer and evaluate a comprehensive youth program.

### Manage Adult and Youth Leadership Teams

- Provide central oversight to the Youth Ministries (vision casting, recruiting, developing and training leader's communication, programming, fund raising, conflict resolution)
- Meet regularly with volunteer team and individual team members to build relationships
- Proactively seek input from leaders, and make decisions based on this input
- Inspire leaders to proactively build relationships with youth and parents

### Manage the Youth Ministries Programming

- Lead and organize effective youth programs implementing fellowship, worship, biblical teaching, discipleship, and outreach, as well as ministry and mission opportunities. Seek to integrate youth ministry into all phases of church life to create a culture that is intentionally intergenerational, striving to unite with and complement other church ministries.
- Weekly small groups that focus on spiritual development
- Weekly large events that build community and teach from the Bible
- Assist with other Christian Education Opportunities as developed with the Associate Pastor of Family Ministry.
- Oversee, Plan, and Execute trips, retreats, and special events including mission-focused opportunities
- Provide Leadership and oversight to the Kaleo Worship Ministry
- Develop and Execute weekly Sunday Night Youth Ministry and Tuesday Night Elevate Program including the recruiting, developing and training of volunteers
- Youth Ministries budget, business issues including managing funds needed for events, trips, etc.
- Visionary planning of new ways to reach youth
- Clear, effective, and timely communication of events, including long-term planning
- Working as a team, provide and receive expertise on church-wide spiritual development

- Integrate the Youth Ministries within the total ministry of FCUMC

### Build and Maintain Healthy Relationships with Youth

- Be present in youth's lives, both at FCUMC and in the community
- Demonstrate strong interest in youth's lives and spiritual development
- Provide an atmosphere where others are accepted and healthy discipline is practiced
- Coach and advise youth and parents when appropriate

### Additional Responsibilities

- Active Participant of Staff Teams.
- Active Participant of Family Ministry Team.
- Hopewell Middle School Liaison

## QUALIFICATIONS

### Education and Experience

- Bachelor's degree in a related field preferred
- Track record of successful and effective interpersonal relationships required
- Demonstrated excellence in leading others required
- Paid student ministry leadership experience preferred

### Skills

- Excellent team-based leadership abilities, contributing to a "strengths-based" environment
- Exceptional management skills, including the ability to set and maintain boundaries
- Outstanding work ethic; self-starter
- Exceptional communication and organizational skills
- Passionate and relevant teacher who effectively communicates spiritual concepts to youth
- Professional behavior and communication in a team-based staff environment
- Great relational skills with both youth and adults
- Humble spirit that continually desires to learn and improve
- Strong understanding and support of Wesleyan theology
- Emotional and spiritual maturity
- Proficient computer skills

## Physical Requirements

This position requires (check all that apply):

- Normal periods of sitting and standing in an office environment.
- Extended periods of sitting at a workstation/desk in an office environment.
- Extended period of standing.
- Lifting and/or pushing objects up to \_\_\_\_\_ lbs. on a regular basis
- Lifting and/or pushing objects up to 30 lbs. on an occasional basis.
- Working with heavy machinery or equipment on  regular  occasional basis such as:
- Working outdoors in potentially inclement weather conditions.
- Working at heights of up to \_\_\_\_\_ feet.
- Other:

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*All of the above duties and responsibilities are essential job functions for which reasonable accommodation will be made. All job requirements listed indicate the minimum level of knowledge, skills, and/or ability deemed necessary to perform the job proficiently. This job description is not to be construed as an exhaustive statement of duties and responsibilities or requirements. Staff may be required to perform other job-related duties as requested by their supervisor. This job description reflects assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This job description is not approved or for official use without the approval of Human Resources, as indicated below.*