

JOB DESCRIPTION

Position: Minister/Director of Youth and Discipleship

Accountable to: Senior Pastor/Staff Parish Relations Committee

Responsible for:

- Developing, implementing, and sustaining a comprehensive program of regular and recurring activity-based fellowship, small group life, and service/mission work in a Christian environment for middle school youth, high school youth, and the church at large
- Passionately advocating youth and adult involvement in worship, friendship, learning, and mission
- Spiritually leading youth and adult mission teams, while striving to empower the congregation's youth
- Mentoring and counseling middle and high school youth and their adult counselors
- Creating a nurturing, stable, and judgment-free environment in which all may grow as Christians

Spiritual:

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

Skills:

- Ability to work successfully in partnership with volunteers
- Leadership and organizational skills in youth ministry programs and mission activities
- Interpersonal skills that allow effective communication with and relation to the youth, their parents, and other adults engaged in youth ministry and missions
- Ability to bring energy and enthusiasm to all aspects of position
- Ability to recruit and delegate as necessary for effective program and resource administration

Education and Experience:

- A bachelor's degree or higher
- Demonstrated work experience in youth ministry and/or missions
- Demonstrated openness to promoting program and ministry diversity
- A current certification, or willingness to be certified, in youth ministry in the United Methodist Church

Specific Tasks/Responsibilities:

- Ensure accurate, organized and timely fulfillment of all administrative responsibilities (i.e. budget, trip planning and reservations, announcements about programs, updates on web site, and ordering curriculum)
- Recruit, train, and nurture volunteer adult workers for all youth ministry settings and work with them as a team
- Establish mechanisms for keeping in contact regularly with the youth, their parents, and adult workers and responding in a timely manner
- Serve as the staff lead for youth fund raising activities
- Serve as the lead staff person for confirmation training classes
- Plan, make arrangements for, and lead summer youth mission trips in partnership with laity
- Participate regularly in, and lead as appropriate, Sunday school, UMYF, Youth council, youth events
- Ensure selection of appropriate curriculum for short and longer term studies
- Work with the Outreach Ministry Team to develop a vision for the Ministry Team and the necessary budget to support their vision; assist the Team in developing the 16 month calendar.
- Work with the Outreach Ministry Team Leader to plan the Team agenda and meetings.
- Engage with the Outreach Team around new Outreach ministries especially hands on mission trips for adults
- Assist the Team leader in recruiting members for the Outreach Team
- Assist in developing plans for the Advent and Lenten offerings—ministries to be supported, strategies for offerings, lining up speakers for worship
- Approve expenditures from the Outreach Ministry budget; Prepare and sign letters to be sent with financial contribution to local, national and international recipients
- Follow through with ministry leaders regarding their particular ministries (e.g., Christmas for Others, Rebuilding Together, blood drives), including attending planning meetings, coordinating publicity, and recruiting volunteers