

Director of Youth Ministry Job Description

Position Title: Director of Youth Ministry
Incumbent: _____ Department Faith Formation/Program Ministries
Date March 2018 Supervisor Pastor of Faith Formation

General Function

The Director of Youth Ministry is responsible for offering a safe, attractive and exciting environment for youth in grades 6 to 12 to grow spiritually, create community with other youth, and engage in missional service to others. This person casts vision and directs efforts for programs that welcome youth of all backgrounds to help them take meaningful steps in their faith journey.

This person must be a team player who is called to full-time youth ministry. This person will be relationally-driven and an effective leader, manager, teacher and creative thinker who partners with youth and their influencers (parents, siblings, teachers, coaches, congregation, etc.) to help youth experience how much God loves them. This person will also be a compassionate and collaborative leader, who is committed to, and supports, the vision and mission of Manchester UMC and its leadership.

Entry Requirements/Qualifications:

- An undergraduate degree with previous experience leading youth activities.
- Theological training and large church staff experience is a plus.

Primary Duties and Responsibilities:

- Communicate and liaison between youth, parents, volunteers, pastors, staff outside agencies.
- Ensure Safe Sanctuary policies are consistently practiced within the youth ministry.
- Plan and direct formational experiences (e.g. camps, retreats, etc.) that help youth withdraw from their normal context to grow in faith and experience Christian community in fresh ways.
- Provide ministerial care and support to youth and their families.
- Develop, implement and direct small group strategies for youth.
- Develop, implement and direct an engaging Confirmation experience that helps youth better understand their faith, affirm their identity in Christ and engage in the life of the church.
- Develop and direct summer programs to keep youth engaged with each other and their faith.
- Plan and direct relevant worship experiences that help youth connect with God.
- Develop and maintain networking relationships with school administration, teachers, coaches, etc.
- Support youth in their extra-curricular settings as permitted (e.g. sporting events, plays, etc.)
- Develop and manage Youth Ministry budgets, fundraisers and expenditures.
- Develop and direct volunteer recruitment, retention and training strategies for youth program.
- Develop, document and direct safety protocols for all youth activities and programs.
- Foster strong working relationships with Manchester UMC staff and coordinate with them on systems, procedures, policies and vision to ensure alignment.
- Work in collaboration with Children, Family and Young Adult ministries to leverage opportunities.
- Other duties as may be assigned by the Pastor of Faith Formation to support the ministry of Manchester UMC.

Skills & Talents

- Must be a follower of Jesus Christ and have a heart for youth ministry
- Must understand the development levels and characteristics of youth and the challenges they face today and be able to effectively connect and inspire youth.
- Must be collaborative, compassionate, creative, high energy and solutions-oriented
- Must be able to work independently as well as in team environments.
- Must be a strong group facilitator and developer of people and leaders.
- Must possess strong time management skills and organizational abilities.
- Must be able to communicate effectively, in both small and large group environments.
- Must be proficient in Microsoft Outlook, Word, PowerPoint and Excel.
- Must be comfortable addressing and resolving conflict according to Matthew 18 principles.
- Must have excellent verbal and written communication skills
- Must be able to handle sensitive and confidential information appropriately.
- Maintain personal and professional boundaries.

Work Environment

- The Director of Youth Ministry is expected to work 40 hours per week, including weekends and weekday evenings.
- The Director of Youth Ministry will supervise an administrative assistant who provides 20 hours per week of administrative support to assist with administrative and logistical tasks.
- The Director of Youth Ministry will have access to the Director of Strategic Communications to assist with communication and marketing needs.
- The Director of Youth Ministry may supervise any youth interns as assigned.

Comments

- The above statements are intended to describe the general rule of this job and the level of work performed by employees in this position. The job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties required by their supervisor.
- Requirements are representative of minimum levels of knowledge, skills, and/or aptitudes to perform each duty proficiently. This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

To apply, please send cover letter and resume to Pastor Jim Peich at jim.peich@manchesterumc.org.
No calls please.