

**Fenton United Methodist Church
800 Gravois Road
Fenton, MO 63026-4001
636-343-5010**

DIRECTOR OF YOUTH MINISTRY

POSITION DESCRIPTION:

Director of Youth Ministry and Curriculum

Date Prepared:

May 11, 2022

STATUS: Part-time

HOURS: Approximately 12 hours per week. Youth group currently meets 3 out of 4 Sunday evenings per month.

SALARY: \$15.00 an hour

MATERIALS AND ACTIVITIES BUDGET: Up to \$1,200/year

General Purpose of Position:

To build young disciples for Christ by developing and implementing a comprehensive approach to youth ministry in the areas of group building, worship, discipleship, mission, and outreach while serving as a spiritual leader and role model. This comprehensive approach is based on the understanding of the youth ministry to:

- Accept youth as they are.
- Encourage youth in developing their relationship to God.
- Provide youth the opportunities for nurture and growth.
- Challenge youth to respond to God's call to serve in their communities.

Organizational Relationship and Supervision:

The Youth Director will consult with Pastor Stephanie for spiritual and ministry guidance and report to the Finance Board for budget and activity approvals. Pastor Stephanie will provide a bi-annual evaluation of the Youth Director's performance.

Specific Responsibilities:

- Help plan, develop, and implement all aspects of a balanced youth ministry to include middle and Sr. High students (ages 11-14 and 15-18 respectively) in the areas of group building, worship, discipleship, mission, and outreach. Youth programs will be administered most Sunday's and other times during the month when additional youth activities (i.e., lock-ins, exchanges with other youth groups, charity walks, etc.) have been scheduled. The Youth Director will determine specific time and program structure.
- Regular attendance at Sunday Worship.
- Recruit and train volunteers to ensure adequate volunteer support and adult to youth ratios.
- Mentor youth in developing their leadership skills.
- Be aware of resources for developing the youth ministry programming and participate in continuing education events and training.
- Keep records of youth participation and manage the youth ministry budget.
- Communicate in a timely manner and as effectively as possible using all available resources (Facebook, email, website, bulletin boards, etc.). Ensure regular communication with the church staff, leadership, parents and congregation as a whole.
- Ensure that the "Safe Gatherings" Policy is observed in all youth ministry settings.
- Be a liaison between the church and other community organizations.

- Work in partnership with the congregation to effectively reach youth in the community and develop a strategic youth ministry outreach plan.
- Make yourself available to youth in a variety of ways (i.e., attendance at extracurricular activities, visitation, times of crisis, etc.)
- Work in concert with the gifts and talents of other staff members and maintain a teamwork mentality.

General Duties and Activities:

- Develop and coordinate a program of youth activities that serve the church's youth, grades 6-12 and young adults.
- Direct the program of youth activities.
- Create youth participation in church and community through a combination of worship, service, and social activities.
- Work with Pastor to identify and coordinate services for youth.

Qualifications:

- Must embrace Christian discipline and United Methodist doctrine and theology.
- Must have vision and a demonstrated ability to plan, develop, coordinate, manage and implement a youth ministry within the parameters of the United Methodist Church.
- Must have good written and verbal communication skills, conflict management skills, and computer skills.
- Must possess a proven ability to work effectively with youth, diverse individuals, and teams of volunteers.

Line of Supervision:

- The Youth Director is under the immediate supervision of the Pastor. The Youth Director will also be supervised by a youth sub-committee that meets periodically with the Director. There will also be an annual job performance evaluation.

Requirements:

- Applicant for the position of Youth Director must agree to complete an online "Safe Gathering" program offered by the Missouri Conference of the United Methodist Church within two weeks of hire. The fee will be paid by the church.
- Must present the results of a current (within one year) Tuberculin test and current immunizations including Covid 19 vaccine.
- Must satisfactorily complete CPR training within 60-days of employment.
- Must adhere to Fenton United Methodist Church's "Personnel Policy for Lay Employees".