

# Monticello United Methodist Church

## Job Description

### Director of Youth Ministry

Evaluated by: Senior Pastor

Reports to: Senior Pastor of Monticello UMC

Status: Part time, Salaried

Reporting to you: Volunteers

Compensation: Salary to be paid twice a month

- Yearly Salary is commensurate with experience and qualifications
- Paid Time Off as defined in the 2015 Employee Handbook
- There are no retirement or health benefits

Hours:

20 to 25 hours per week as needed (average of 12, except for special ministry outings, overnight retreats or mission/ministry trips). Hours include leading weekly Sunday School; Youth "Group" a minimum of two Sundays a month; monthly youth events; planning time; meetings with parents as needed and additional meetings or gatherings for other unique events.

Job Description:

The Director of Youth Ministry is responsible for all youth ministries (in consultation with the Pastor) programs at Monticello UMC (MUMC) and LifeBridge UMC (LBUMC). The purpose of the position is to strengthen knowledge and faith in the hearts and minds of young adolescent children grades ranging from 6-12 as determined by each class; to prepare them for real world situations; to build their knowledge and confidence as they grow to become stronger Christian people in their faith; and to teach them to humbly discover, own and defend their faith.

Administrative:

- Meet regularly with the Pastors of both MUMC and LBUMC as requested
- Attend church staff meetings
- Attend church council and other meetings when requested
- Work collaboratively with the Pastors and the Director of Children's Ministry

Skills and Qualifications:

- Character
  - Have a strong, personal relationship with and faith in Jesus Christ.
  - Naturally passionate about and caring toward the lives of students, as well as their spiritual formation and growth.
  - Strategically minded and able to think well into the future
- Education
  - A minimum of a bachelor's degree in a related field
  - Familiar with United Methodist theology (or willing to learn)
- Skills
  - Must have excellent written and oral communication skills, as well as student and organizational management skills.
  - Proven ability to work effectively with youth, diverse individuals and teams of volunteers.
  - Ability to develop, equip, and empower parents and volunteers to support youth ministry
  - Administratively skilled and able to build systems that empower others

Responsibilities:

- Develop, Coordinate and Lead
  - Guide youth in weekly programming through devotion, prayer, learning, engagement, and experiences with one another. This would be through Sunday School, Youth Group, and other regular activities
  - Lead students in their spiritual development, including through Confirmation each year, making it relevant and engaging to students
  - Monthly activities/event where the youth learn to become Christian leaders. Activities include local mission trip or planned experience, retreats, fundraising, etc. to grow closer both to God and to each other through service.
  - Encourage youth in Worship participation and leadership
- Curriculum and Planning
  - Develop, plan, and lead weekly curriculum and long term learning goals in consultation with Children’s Director and Pastors.
  - Recruit, train, and empower volunteers for youth programming and ministries
  - Plan and lead Confirmation classes bi-annually or annually as age groupings evolve.
  - Create and uplift moments of rite of passages for various youth age groups in the life of the church
- Communication
  - Communicate with youth, parents, and church in a timely manner using all available resources (email, Social Media, etc.).
  - Make yourself available to the youth in a variety of ways, extracurricular activities, times of crisis, hospital visitation, etc.
  - Work alongside the Pastors and the Care Ministers to provide pastoral care to students.
  - Maintain connection to children’s program and get to know the children and parents.
- Other Responsibilities:
  - Ensure that all policies and appropriate documentation is followed for any off site events or travel.
  - VoHelp create, develop and model worship participation in collaboration with pastor
  - Preach on occasion to be determined with pastor.
  - Ensure that the child protection policy of the UMC is in compliance for all ministry activities and events.
- Oversee and assure maintenance and care of all equipment for his/her area of ministry.
- Evaluates and suggests equipment needs for his/her area of ministry.
- Perform other duties as necessary.
- Develop and manage budget for youth ministry area.

I have read and received a copy of my job description.

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Employee

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Date