



Faith United Methodist Church  
a member of the Reconciling Ministry Network  
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Thank you for your interest in applying for the position of Director of Youth Ministry at Faith United Methodist Church. This part-time position is a valued member of the Faith team, and we welcome your application. Please send cover letter and resumé to [office@faithworkshere.com](mailto:office@faithworkshere.com).

#### Position Description

## Director of Youth Ministries

Effective: August 2022

Approved by SPRC

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### Position Summary

The Director of Youth Ministries at Faith United Methodist Church (FUMC) is responsible for creating a comprehensive youth ministry program for students in grades 6 – 12 to include service, worship, and growth in discipleship, and fellowship.

Position: Part-Time

Hours: 10 hours/week

Compensation Plan: Annual Salary

#### Benefits Eligibility

- ✓ Paid Holidays (if on a normal duty day)
- ✓ Paid Vacation and Sick Leave
- ✓ Paid Bereavement Leave
- ✓ Position retention during Maternity or Paternity Leave

### Accountability

The FUMC Lay Staff functions as a ministerial team. The Senior Pastor is the team leader and serves as the day-to-day supervisor of all FUMC Lay Staff. The Staff-Parish Relations Committee (SPRC) provides oversight of the ministerial team, policies, procedures, compensation recommendations, and human resource decisions including performance evaluations and employment status of all FUMC Lay Staff.

At the beginning of the administrative year, each employee will have assigned one or more members of the SPRC, who will serve as liaison between the employee and the SPRC.

In the fall, the Senior Pastor will meet with each member of the staff for an annual evaluation to provide an equitable method of assessment of the employee's job performance; to identify any areas in which the employee's performance needs improvement; to set goals for the subsequent evaluation period; and to serve as a guide to fair and equitable salary administration. The SPRC will review the evaluation for each staff member as part of the committee's evaluation of the entire staff.

## Specific Duties

1. Develop and implement a youth program for grades 6-12 to include service, worship, growth in discipleship and fellowship. The program should take into consideration the differing needs of middle high and senior high students and be compliant with Faith's Safe Sanctuaries policy at all times. This includes:
  - a. Develop and manage the budget for the youth program.
  - b. Develop youth leadership and input via a Youth Council or similar group.
  - c. Develop adult leaders from within the congregation to share in the leadership of youth ministry.
  - d. Lead the youth in developing and leading an occasional "Youth Sunday" worship service.
  - e. Keep youth and parents informed of events and opportunities via appropriate media and contribute youth-oriented materials for the FUMC website and other publications as appropriate.
  - f. Respond to pastoral care needs of youth and their families.
2. Plan, organize, lead, and chaperone the annual summer Youth Mission Work Trip for senior high-aged youth annually.
3. Plan, organize, lead and chaperone a summer Middle School service and faith-based experience annually.
4. Plan, organize, lead, and chaperone a faith-based weekend retreat annually.
5. Work in collaboration appropriate staff and volunteers to:
  - a. Select resources for youth Sunday School
  - b. Teach youth Sunday school 2-3 times per month.
6. Work with the Senior Pastor to design and lead Confirmation classes.

## Qualifications Required

1. Bachelor's Degree or equivalent. Additional seminary training desired.
2. At least one year of experience working in a similar position in a local church.
3. Excellent command of scripture and Methodist tradition and its life application.
4. Knowledge of and ability to utilize social media.
5. Demonstrated ability to work cooperatively with other staff and church leaders.
6. Pass a background check.
7. Complete an annual "Safe Sanctuaries" Questionnaire.
8. Personal Qualities:

- Exhibit Christian character and conduct in all relationships.
- Understand and maintain appropriate confidentiality.
- Creative, collaborative, and entrepreneurial.
- Kind, caring, supportive, and encouraging to youth.
- Understand and maintain appropriate professional boundaries.