

# Saint Paul's Church

## POSITION DESCRIPTION FOR:

### DIRECTOR OF YOUTH MINISTRIES

The Director of Youth Ministries will participate in the overall staff team emphasis of discipleship and disciple-making with particular emphasis given to: leading and overseeing the development of an effective ministry to active and potential Middle School and High School Students, aligning the discipleship processes of youth and so as to enhance the development of fully engaged followers of Jesus Christ; equipping youth – and those who are in ministry and relationship to them – with leadership, witnessing and life-celebration skills; encouraging / equipping parents as they seek to navigate adolescent developmental processes with their children; providing pastoral support to those within the domain of the ministry area; and developing, equipping, overseeing and enhancing a team-approach to ministry that empowers the Church to fulfill its mission and vision.

#### Core Responsibilities

- Train, equip and lead the Youth and Adult Leadership Team in overseeing the ministry to Middle School and High School youth and their families, and taking ownership of the mission, vision and values of the LifeLine Youth Ministry, with a specific emphasis to nurturing and developing their relationship with Jesus Christ, each other, and the community.
- Work with the LifeLine Adult Leadership Team and the Church Staff to coordinate long-range planning and goals for the youth ministry.
- Develop the youth ministry within a Christian Endeavor model of leadership development. Seek to involve youth and parents in the implementation of all youth ministry related programs and events, especially in utilizing / emphasizing discipleship through small groups.
- Communicate with parents about goals, activities, and events of the ministry.
- Prepare and administrate the annual youth ministry budget along with the appropriate ministry leadership teams.
- Develop and maintain appropriate safety and security guidelines as outlined in the Safe Sanctuary policy for the Saint Paul's Church, including criminal background checks for staff and volunteers and implementing training on child protection, health issues, and other procedures to ensure the safety and security of those participating in the church's ministries.
- Oversee and delegate direction of related youth ministry events such as fundraisers, special events, Sunday activities, midweek programs, retreats, and holiday events.
- Participate in the calling, equipping and deploying of ministry leaders (volunteers) for youth and in the development of their spiritual leadership capacity.
- Along with the Youth Adult Leaders, develop and facilitate the church's confirmation program, under the broad direction of the Lead Pastor.
- Participate in outreach ministries to youth within the community.
- Regularly evaluate these ministry areas so as to keep them aligned with the church's mission, vision, values and focus. Meet regularly with your supervisor for program review.
- Pray, pray, pray for the Pastors, other staff members, volunteer workers, members and the church as a whole.
- Any other duties as negotiated with the Church Admin and based on person's spiritual gifts and calling.

## **Qualifications and Education Requirements**

- A strong personal relationship with Jesus Christ that is in all areas of life.
- Able to articulate an identifiable salvation experience – especially in a way that communicates effectively to youth and young adults.
- Be an example of personal integrity, character, and discipleship.
- A life-long learner, always investing in one’s own personal growth as a leader.
- High relational skills and a love for people.
- Must be able to support and work within the mission, vision, values and focus of Saint Paul’s Church as well as within the doctrinal standards of the United Methodist Church.
- Must have professional fluency in the English language, both verbal and written.
- Must have excellent communication skills with an above average knowledge and skill level with computers, media, and technology.
- Must regularly attend worship services at Saint Paul’s Church.
- Recommendation of a college or seminary degree within a relevant field
- Recommendation of 2-3 years in youth ministry settings in a culturally relevant church.

## **Required Skills**

- Ministering to and with teens, as well as their families, with a heart for understanding their special needs and a desire to reach them with the “Good News” of the Gospel
- Leadership and faith development of students and adults – mentoring, coaching, discipling
- Demonstrated proficiency in team-based ministry
- Demonstrates energetic and enthusiastic leadership
- Communicates effectively with staff, current and perspective volunteers, parents, students
- Is open to feedback discussion on new ideas as this position evolves to meet the needs of the congregation

## **Spiritual Gifts**

- Pastor/shepherd
- Leadership
- Teaching
- Administration

## **Physical Labor Requirements**

- Must be able to traverse property and facility to prepare for and oversee ministry.
- Ability to physically stand, bend, squat, and lift a minimum of 25 pounds.

## **Accountability**

- Part -Time, salaried -- average of forty (25-30) hours a week (with additional expectations based on program needs – e.g., retreats, mission trips, etc. Sunday hours a requirement as part of the work week.
- Supervised by the Church Administrator and ultimately accountable to the Pastor-Parish Relations Team
- Initial probationary period of 180 days, followed by a minimum initial 2-year length of service commitment, renewable annually for 1-year increments.
- Accountable to the expectations expressed in the current church’s Employee Handbook.