## Job Description

**Job Title** Director of Youth Ministries

**Reports to** Senior Pastor

**Status** Full-time, Exempt

Major areas of responsibility:

1) Coordinate all junior and senior high ministry programs

* Review and approve all Sunday School and Bible study curricula
* Plan and oversee regular evangelistic and social events for youth
* Develop a small group discipleship plan to help nurture individual growth and accountability
* Research and recommend camps, mission trips, and other special ministry/growth opportunities appropriate for the church youth
* Recruit and oversee adult volunteers to help carry out youth ministry objectives

2) Develop relationships with the youth of the church and their parents

* Attend youth events and be available to meet with small groups of kids for the purpose of building relationships both at church and in other settings (Note: Church employees are not allowed to meet one-on-one with students)
* Schedule regular times when parents are invited to youth events or parent meetings for the purpose of understanding the youth ministry and getting to know the youth ministry leadership
* Initiate relationships with new families, making sure that youth group-aged kids are welcomed to be part of the ministry and parents are informed about youth group opportunities

3) Actively participate in the life of the church and its members

* Attend worship services weekly. Assist in leading as requested by the senior pastor
* Build and maintain relationships with adult peers for the purpose of personal accountability and edification
* Participate in school and community events as time allows
* Prepare and deliver a youth ministry report at the annual congregational meeting

4) Manage office relationships and administrative responsibilities

* Attend regular staff meetings and other meetings as requested by Senior Pastor
* Manage the youth ministry budget

### Key skills and abilities

1) Ability to relate to and inspire junior and senior high aged youth

2) Ability to recruit and manage multiple volunteers to accomplish ministry goals

3) Ability to communicate ministry goals to parents and receive input from parents regarding needs of youth

4) Flexibility to meet multiple ministry demands and to serve outside of youth ministry as needed in the church

5) Ability to manage administrative tasks associated with youth ministry

### Education and experience requirements

1) Bachelor’s degree

2) Completion of approved youth ministry training program or three years of experience in leadership of church youth ministry

3) Demonstrated life of moral and ethical purity

**Requirements for all staff**

* Keep regularly scheduled office hours as agreed with supervisor
* Cooperate with other staff members
* Follow work rules and procedures
* Take direction from supervisor
* So far as it depends on you, maintain healthy working relationships with all other church staff and volunteers

**Physical requirements**

* Ability to speak in front of groups
* Ability to stand for up to three hours
* Ability to travel up to 25 nights per year for conferences and training