

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