

TABERNACLE UNITED METHODIST CHURCH
JOB DESCRIPTION:
DIRECTOR OF YOUTH MINISTRY PART-TIME POSITION
Rev 10/13/22

POSITION DESCRIPTION: The primary objective of the youth ministry at Tabernacle United Methodist Church (TABUMC) is to build meaningful relationships with youth and their families that foster growth in faith in Jesus Christ. The youth of TABUMC are vital members of our congregation and we place great emphasis on nourishing their spiritual development. Qualified candidates must share this vision and the mission of the United Methodist Church, The Director of Youth Ministry (DYM) is responsible for overseeing ministries with youth in grades 6-12. This includes planning and coordinating education, fellowship, and worship opportunities for various youth programs, at TABUMC. The DYM is directly responsible to the Pastor and the Staff Parish Relations Committee (SPRC).

PERFORMANCE REQUIREMENTS:

- Be a self-starter in job performance.
- Perform at a strong administrative level.
- Demonstrate an understanding of the job tasks.
- Maintain an operator's license and certification for operating church vehicles.
- Demonstrate good communications and human relations skills.
- Demonstrate the ability to follow oral and written directions.
- Demonstrate good work habits including punctual and regular attendance and efficient use of time.
- Demonstrates professionalism by working cooperatively with other staff members and complying with supervisory directions.
- Attend assigned standing committee meetings 80% of the calendar year.
- The Youth Director is considered part of the church's staff and will conduct him/herself as a professional both personally and professionally.

PHYSICAL REQUIREMENTS:

- Engage regularly in physical tasks to include walking, standing, bending, lifting of approximately 25 pounds, kneeling, and pushing.
- Perform regular use of computer systems and use of office equipment.

EVALUATIONS:

- The Pastor will annually evaluate performance.

SALARY AND ADDITIONAL PAY:

- Based on the Director of Youth Ministry annual performance evaluation by the Pastor, the SPR shall recommend the annual salary to the Finance Committee as part of their recommendation to the Church Council.

SICK LEAVE:

- The Director of Youth Ministry shall be granted two Sundays of non-cumulative paid sick leave per calendar year.

VACATION:

- The Director of Youth Ministry shall be granted two weeks of non-cumulative paid vacation per calendar year to be scheduled require approval by the Pastor.

SEPARATION:

- The Pastor, SPRC, and DYM each have the option to terminate employment by providing a 30-day written notice. This Separation clause shall not supersede the Virginia Commonwealth Right to Work employment laws.

HOURS:

- The Director of Youth Ministry is a part time 20 hour per week position. It is understood that a portion of weekly hours will be used on Sundays. The work hours shall also include preparation time, special events, and special ministries.

ESSENTIAL FUNCTIONS:

1. Planning and Coordinating

- Develop and implement strategies to promote growth in attendance through youth ministry programs.
 - a. Coordinate youth events in consultation with the Pastor and Youth Ministry Committee.
 - b. Identify the needs of youth grades 6 to 12th grade within the church family and larger community.
 - c. Establish and lead a Youth Leadership Team.
 - d. Plan ministry activities, events, and programs designed to meet approved objectives, specifically:
 - i. Guide youth toward full membership responsibilities and leadership in the church to include youth confirmation, professions of faith and lay speaking opportunities like Worship Lay Reader and Youth Sunday.
 - ii. Encourage inclusion of youth in the goals of the congregation (professions of faith, stewardship, missions support, small groups, etc.)
 - iii. Help the congregation through programs and information sharing to be aware of the hopes, concerns, and needs of youth members and youth in our community to guide them in Christian discipleship.
 - e. Work with the Church Council to develop and administer the respective ministry budgets, programming, including approval of all expenditures.
 - f. Keep the Youth Leadership Team and the Pastor informed of the financial status of the Youth Ministry programs.
 - g. Coordinate with other ministry leaders to develop and support churchwide sponsored events to include youth.
 - h. Represent the Youth Leadership Team at church staff meetings and Church Council meetings.
 - i. Communicate needs and concerns related to the youth ministry programs to the Church Council, SPRC, and Pastor as appropriate.

2. Youth Ministry Work

- a. Work with the Youth Leadership Team. This team will be responsible for youth programming for youth in grades 6th through 12th. Specifically, the team will:
 - i. Identify paths to increase involvement among Tabernacle UMC families and youth in youth ministry programs.
 - ii. Assess the Youth Ministry needs of the congregation as shaped by Tabernacle's Mission Statement.
 - iii. Identify and implement new opportunities for spiritual growth.
 - iv. Develop goals and objectives for the coming year and provide feedback over previous year's goals and objectives
 - v. Develop fundraising opportunities to support youth mission opportunities.
 - b. Provide regularly updates to the Church Council to monitor and maintain the status and needs of the Youth Ministry. Give special focus to theological, spiritual, and moral teachings in all areas of the Youth Ministry.
 - c. Identify and propose appropriate youth ministry programs to the Youth Leadership Team.
 - d. Recruit, develop and train volunteer staff to carry out youth ministry programs and the policies of the church regarding youth programs. Consult periodically with parents to discuss aims, policies, and practices of the Youth Ministry, and to ascertain their expectations, concerns, and suggestions.
 - e. Organize volunteers (parents and congregational members) in youth support activities (meals, transportation, fund raising, etc.).
 - f. Develop recommendations concerning space, equipment, and classroom supply needs for Youth ministries.
 - g. Maintain and provide participation records of youth for events that directly support TUMC goals and objectives specifically members in missions and small groups.
 - h. Actively pursue ongoing education through the study of various materials, and/or attending conferences/classes that would strengthen the ministry.
 - i. Coordinate with church leadership to schedule the yearly Youth Ministry calendar.
 - j. Write updates for church communication resources (weekly spotlight, website, church Facebook etc.) which promote the youth ministry programs, goals and any special programs/events forthcoming.
- ## 3. Training and Work Skill Requirements
- a. Two years college and/or related Youth Ministry work experience.
 - b. Prior involvement in a church and/or Christian youth group/s.
 - c. Working with the Pastor, identify training opportunities for the Director Youth Ministry professional development.
 - d. Complete annual self-evaluation and receive annual evaluation by the Pastor and Staff/Parish Relations Committee (SPRC) as to effectiveness of the Youth Ministry programs.
 - e. Evaluate Youth Ministry program to meet changing needs of congregation in the context of the Church's mission statement.

f. Perform other duties as directed by the Pastor.