

Mt Hebron United Methodist Church

Director of Youth Ministries

Job Description

Purpose of this Position:

To direct and lead youth programming for Middle School, High School and College age youth. Our church seeks to create lifetime disciples of Christ through worship, study, mission, and fellowship with the young people in our congregation and community. The Director of Youth Ministries shall seek to foster Christian community through building relationships with young people that strengthen their commitment to the church and growth in faith in Jesus Christ.

Responsibilities:

Subject to review and adjustment in conjunction with the supervising pastor and Youth Council (YC) and the Staff/Parish Relations Committee (SPRC) when appropriate, the following constitutes the major responsibilities of the Director of Youth Ministries for Mt. Hebron United Methodist Church:

The Director of Youth Ministries shall:

1. Provide leadership for and function as the primary staff person relating to youth ministry.
2. Oversee the recruitment and training of adult volunteers to work with Middle and High School age groups. This includes timely and pertinent communication with parents and volunteers concerning upcoming events.
3. Plan and work with adult volunteers to implement age-appropriate activities for Middle and High School age youth that promote community through fellowship, fun and faith development. Such activities might include: musicals and dramatic presentations, small group Bible study, retreats and service projects. As well, the DYM will help to identify and involve the Youth in the programs offered by the UMSC Annual Conference.
4. Work with the YC in preparation of an annual budget and maintain accurate recordings of income/expenses related to those budgets.
5. Coordinate fund-raising activities that support special youth activities and trips.
6. Promote Christian service through age-appropriate service projects.
7. Work with the Senior Pastor and staff to organize and implement Confirmation classes.

General Responsibilities:

1. Be a part of the worshipping community of Mt. Hebron United Methodist Church on a regular basis.
2. Attend meetings as required with the staff and Youth Council.
3. Coordinate youth activities with other ministries of the congregation.

4. Provide a timely and accurate schedule of Youth activities. Keep the congregation informed of youth events by coordinating the publicity of youth activities through the appropriate vehicles provided by the church.
5. Manage the disbursement of budgeted funds for Youth Ministry within the guidelines of the approved budget and in adherence with the purchasing policies of the church.
6. Provide for the keeping of administrative records as requested by the Youth Council and/or Finance Committee in order to provide information needed for future planning.
7. Encourage young people to participate in all facets of the life of the community of faith, including worship, choirs, educational opportunities, youth activities, VBS and service projects, etc.

Employment Policies:

The position of Director of Youth Ministry requires great flexibility in hours available for work, including evenings and weekends. The position is full-time, acknowledging that the “hours” of work will reach far beyond the time spent at Mt. Hebron in the church office. It is therefore understood that the Director of Youth Ministries:

1. Keep the church office informed as to how the Director of Youth Ministries can be contacted.
2. Notify the staff prior to all unforeseen and untimely absences from regularly-scheduled events, and provide a suitable substitute in the case of anticipated absence (meetings excepted).
3. In the case of extended time away arrange to receive messages.

Qualifications:

Since the Director of Youth Ministries plays a major role in the faith development of the younger members of the church, both as a leader, and as an example, Mt. Hebron seeks a leader who has an understanding and respect for UMC traditions, theology and diversity and who has a strong desire to nurture young people in the Christian faith. We seek a person who generates new ideas and programs and a person who values a team concept of youth ministry. Therefore the following qualifications are desirable:

1. Education or significant experience in Youth Ministry.
2. The ability to work with youth and adults.
3. Good organizational skills.
4. Demonstrable experience in the life of a church prior to coming to Mt. Hebron.