

BETHLEHEM METHODIST CHURCH
CLIMAX, NC
Director of Youth Ministries Job Description

Status: Part Time Weekly Position.

Hours: 10-12 hours per week

Probationary period: 90 days, followed by an evaluation

Job Overview:

To build and nurture young Christian disciples by coordinating all youth ministry events including but not limited to, Bible studies, mission trips, recreational activities; in combination with serving as a spiritual leader and role model.

Qualifications and Aptitudes:

- Must be an avid follower of Jesus Christ and affirm Scripture as God's truth and inherent Word, as well as affirm the Methodist Doctrine and Book of Discipline.
- A bachelor's degree in a related field is encouraged, though not required. Some post-high school education is required.
- Must have a demonstrated ability to plan, develop, coordinate, manage and implement a youth ministry within the parameters of the Methodist Church.
- Demonstrated experience in working effectively with youth, diverse individuals, and teams of volunteers.
- Must be able to effectively communicate with the youth and parents through numerous media, including social media and technology.

Organizational Relationship and Supervision:

The Pastor serves as the Chief Administrator of the church, having overall accountability for the ministry of the church, and as such provides direct supervision of the Director of Youth Ministries (DYM). As an employee of the church, the DYM. This person is also accountable to the Staff Parish Relations Committee in terms of all employment relationships.

The DYM reports to the Senior Pastor for spiritual and ministry guidance. The Senior Pastor, in cooperation with the Staff Parish Relations Committee, provides an annual evaluation of the DYM's performance. The DYM will be responsible and subject to GMC Methodist polity and doctrine, informed by the GMC Methodist *Guidelines for Youth Ministries*, the Book of Discipline, local church policy as determined by the Charge Conference, Senior Pastor, and Staff Parish Relations Committee.

Responsibilities:

1. Attend and lead Sunday evening youth group, weekly additional Bible study (omit or adjust to incorporate virtual or self study options) and all special events.
2. Be an advocate for youth and educate the congregation about the hopes, concerns and needs of youth in the local church and community.
3. Help plan, develop, and implement all aspects of a balanced youth ministry in the areas of group building, worship, discipleship, mission, and outreach. (Needs more detail since we now have Alpha and Omega groups. Will DYM be in charge of both? Who will lead Alpha when DYM is leading the Omega or vice versa? How will DYM meet safe sanctuary guidelines?)
4. Support and guide the work of the youth ministry and directing monthly planning sessions (With volunteer staff)
5. Mentor youth in developing their leadership skills.
6. Recruit and train volunteers who work with youth in all aspects of youth ministry and ensure adequate volunteer support and adult to youth ratios.
7. Help assist the Pastor with Confirmation classes providing leadership for confirmands, mentors, and parents beyond the classroom.

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8. Keep records of youth participation and manage the youth ministry budget.
9. Communicate in a timely manner and as effectively as possible using all available resources (email, text, website, bulletin, newsletter, bulletin board, social media, etc.). Ensure communication with church staff and leadership, parents, and the congregation as a whole.
10. Make yourself available to youth in a variety of ways (i.e. lunch at school, attendance at extracurricular activities, visitation, times of crisis, etc.) (I don't think this needs to be part of a job description)
11. Work in concert with the gifts and talents of other staff members and maintain a teamwork mentality.
12. Attend Staff Meetings
13. Ensure that the Child Protection Policy is observed in all youth ministry settings.
 - a. Complete criminal background checks for **all** adults working with youth
 - b. Adhere to Bethlehem MC "Safe Sanctuary Policy" and be familiar with it
 - c. Encourage youth to attend and support Bethlehem MC.

Work Schedule / Compensation / Benefits:

- The DYM is compensated based on a typical work week of 10-12 hours, which includes Sunday evening youth group, Weekly additional Bible Study, and special events.
- The DYM should advise and consult the Pastor in regard to variations in work schedule, such as time away for vacation, continuing education, etc.
- Personal leave time shall be arranged with the approval of the Pastor. All personal leave days must be requested two weeks in advance in writing. However, NO personal leave may be taken on or during Ash Wednesday, the Week of Easter (Holy Week), without special permission from the Pastor. Unexpected sickness or emergency contact must be made with the Pastor as soon as possible.

Note:

*** Something to consider, many times the youth does not meet during the summer months or at least in the month of July. ***

Employment Agreement

- Employment may be terminated at any time by either the DYM or Staff Parish Relations Committee, a minimum of 30 days' notice will be provided, except in cases of gross misconduct or if a determination is made that the DYM is no longer capable of fulfilling the responsibilities of the position. Should the DYM choose to voluntarily resign, it is required that written notification be provided to the Pastor and Chairperson of Staff Parish Relations Committee a minimum of 30 days prior to the effective date of the resignation.
- Director of Youth Ministries will participate in church staff meetings as directed by the Pastor.

Director of Youth Ministries

Date

Chairperson, Staff Parish Relations Committee