



**SYDENSTRICKER UNITED METHODIST CHURCH**  
**8508 Hooes Road, Springfield, VA 22153**  
**703-451-8223**

***Director of Youth Ministries Position Description***

**JOB SUMMARY**

The Director of Youth Ministries (DoYM) is responsible for planning, coordinating, and leading all aspects of the youth ministry program for those in 6<sup>th</sup> through 12<sup>th</sup> grade. The DoYM's principal function is to help make and grow young disciples of Christ by a comprehensive approach to discipleship, mission, relationship building, and outreach while serving as a spiritual leader, mentor, and role model. The DoYM encourages youth in developing their relationship with Christ, provides them with opportunities for spiritual nurture and growth, and challenges them to respond to God's call to serve in their church, community, and the world.

**PERSONAL QUALIFICATIONS**

This person must profess a faith in Jesus Christ and be a member in good standing of a congregation.

**MINIMUM QUALIFICATIONS**

1. Experience in working with youth and volunteers in an educational/church setting.
2. Ability to plan, develop, coordinate, manage, and implement programs, including fund raising.
3. Must possess excellent work habits including punctuality, organization, responsibility, attention to detail, the ability to meet deadlines, and a willingness and ability to learn new skills.
4. Must have strong interpersonal skills and a proven ability to work effectively with youth, diverse individuals, adults, and teams of volunteers. Must be nurturing, caring, and patient. Good listening skills and the ability to successfully deal with spontaneous activities related to youth ministries are essential.
5. Strong written and oral communication skills, conflict management skills, and computer skills.
6. Must have a positive and supportive approach for the mission, vision, goals, and ministries of the church and be an effective team player with other staff members and volunteers.

**DESIRED QUALIFICATIONS**

1. A bachelor's degree in a field related to education or youth leadership.
2. Professional Certification in Youth Ministries in the United Methodist Church or certification in Christian Education from a conference of the UMC and the General Board of Higher Education and Ministry.

**POSITION OVERVIEW**

This is a salaried, Fair Labor Standards Act exempt, part-time position with an average of 20 hours a week. There will be fewer hours at certain periods of the year, and longer hours during times of mission trips, outings, and special times of the church year. The DoYM will be supervised by the Pastor and treated as a ministry partner; this supervision will provide mutual trust, caring encouragement, training, and spiritual and program guidance. The DoYM is also supported by and works in partnership with other staff members, parents of youth, and adult volunteers. The Pastor, in cooperation with the Staff Parish Relations Committee, will conduct an annual performance review.

**MAJOR RESPONSIBILITIES AND DUTIES**

1. Plan, develop, and implement all aspects of youth ministries in the areas of discipleship, mission, relationship building, and outreach.
2. Communicate effectively with staff, youth, volunteers, and parents to foster successful and growing youth ministries (see "Administrative Responsibilities" below for more details).
3. Be an advocate and mentor for the youth and educate the congregation about their activities and needs; help integrated youth ministries into the total life of the church.

4. Prepare and submit a yearly budget during the budget development process and manage the youth budget during the year.
5. Plan and implement programs for mission, service, outreach, and fellowship during the year; include the Pastor, volunteers, and youth in the planning process. Plan a special youth ministry event on a generally quarterly basis, for example, an annual retreat, periodic mission projects, outings, etc.
6. Recruit and train a team of volunteers and parents to help meet and support the needs of the youth ministries programs.
7. Help plan and guide weekly UMYF gatherings, ensuring that programs are balanced among fellowship, outreach, service/mission, relational, and spiritual aspects.
8. Respect and uphold healthy boundaries and confidentiality; ensure that the Safe Sanctuary guidelines are observed in all youth ministry settings.
9. Coordinate youth confirmand activities in partnership with the Pastor, volunteers, mentors, and parents.
10. Encourage the youth to volunteer to support Vacation Bible School.
11. Work with the Youth Council to maintain records of youth participation, contact information, permission slips, etc.; reach out to new and/or absent youth; manage the youth ministry budget; and support the work of the Youth Council in an annual process of evaluating the vision and goals.
12. Mentor youth in developing their leadership skills and work with other ministry leaders in the church to encourage the incorporation of youth into congregational activities and leadership.

#### **ADMINISTRATIVE RESPONSIBILITIES**

1. Attend weekly staff meetings or—if the DoYM’s schedule does not allow that—meet with the Pastor once a week at a predetermined time to brief the Pastor on the youth programs, issues, and plans.
2. Submit information about upcoming outings, meetings, and general information on themes of study to the church office for worship bulletin preparation. This must be done by 4 p.m. on Tuesday of every week.
3. Recruit youth to participate in the Youth Council and support the Youth Council Chair to allow the youth a voice in their programming and goal setting.
4. Provide information about upcoming youth activities to the Office Staff and Pastor for the monthly calendar.
5. Communicate effectively and consistently with the youth and their parents about youth programs through a variety of methods including email reminders to program participants of milestone dates, phone calls, church bulletins, the church website, social media, etc. Publicize youth programs for the whole church through these means, including providing an article on youth activities for *The Steeple* monthly newsletter.
6. Attendance is required at the annual church planning meeting, the annual Charge Conference, and Youth Council meetings.
7. Work with the Child Protection Committee to ensure all volunteers who work with youth have completed Child Protection Policy training and are screened through the National Sex Offender Registry.

#### **FURTHER PROFESSIONAL / CONTRACTUAL MATTERS**

1. Must be able to pass a background check.
2. Must be able to be certified in Adult and Child CPR and Basic First Aid.
3. Must read, agree to, and sign the Child Protection Policy and Sydenstricker’s *Personnel Policy and Procedures Manual*.