



EPWORTH UNITED METHODIST CHURCH
680 8th Avenue SW
VALLEY CITY, ND 58072

JOB DESCRIPTION:
DIRECTOR OF YOUTH MINISTRIES

POSITION DESCRIPTION:

Updated: 03/18/2021

Date Approved by SLT:

STATUS: Part-time, hourly wage

HOURS: 12-month position, 10 Hours per week

WAGE: \$10.75/hr. or \$5,650.00/year (2021)

BENEFITS: No benefits

General Purpose of Position:

To build young disciples for Christ by developing and implementing a comprehensive approach to youth ministry. The Youth Leader will serve as a spiritual leader and role model in the areas of group building, worship, discipleship, mission, and out-reach.

Organizational Relationship and Supervision:

Epworth United Methodist Church's Director of Youth Ministries (DYM) reports to the Pastor for spiritual and ministry guidance. The Staff Parish Workgroup Committee conducts an annual INTERVIEW of the DYM and oversees the operation of their ministry.

The Primary Task and Responsibilities:

The primary task of youth ministry at Epworth-UMC is to:

1. Love youth where they are;
2. Encourage youth in developing their relationship to God;
3. Provide youth with opportunities for nurture and growth;
4. Challenge the youth to respond to God's call to serve in their communities and the world.

Responsibilities of DYM:

1. Be an advocate for youth and educate the congregation about the hopes, concerns and needs of youth in the local church and community.
2. Help plan, develop, and implement all aspects of a balanced youth ministry in the areas of group building, worship, discipleship, mission, and outreach.
3. Mentor youth in developing their leadership skills and talents.
4. Be aware of resources for developing the youth ministry programming and participate in continuing education events and training opportunities.

5. Recruit and train volunteers who work with youth in all aspects of youth ministry and ensure adequate volunteer support and adult to youth ratios.
6. Be a liaison between the church and other community organizations, people, and resources that relate to youth and youth ministries.
7. Keep records of youth participation and manage the youth ministry budget
8. Plan, conduct and coordinate fundraising activities;
9. Communicate with youth and their parents in a timely manner and as effectively as possible using all available resources (texting, email, church website, bulletin, newsletter, bulletin board, etc.). Ensure communication with all church staff, parents, students and the congregation as a whole.
10. Make yourself available to youth in a variety of ways (i.e. attendance at extracurricular activities, home visitation, times of crisis, etc.)
11. Work in concert with the gifts and talents of other staff members and maintain a teamwork mentality.
12. Plan activities that occur weekly on Wednesdays, Activities such as retreats, spiritual experiences, service opportunities and mission trips may be planned as needed. (Summer activities encouraged-assist with VBS)
13. Plan, organize, coordinate holiday Church services
 - a. Good Friday service
 - b. Lenten meals – Plan, prepare and serve two meals.
 - c. Youth Sunday – service
14. Youth will assist with regular services as needed and available. (Hand Bells, Lectionary, Ushers, Praise Team and Special Music)
15. Organize, provide and/or teach a Bible Study for the youth. The Youth Leader should coordinate with the Pastor to ensure the study adheres to a Wesleyan tradition;
16. Ensure that the Safe Sanctuary Policy is observed in all youth ministry settings.

Qualifications and Aptitudes:

1. Must embrace Christian discipline and United Methodist doctrine and theology.
2. Must have vision and a demonstrated ability to plan, develop, coordinate, manage and implement a youth ministry within the parameters of the United Methodist Church.
3. Must have excellent written and verbal communication skills, conflict management skills, and computer skills.
4. Must possess a proven ability to work effectively with youth, diverse individuals, and teams of volunteers.

Employee Acknowledgment:

I acknowledge that I have received a copy of this job description and understand that it is my responsibility to read and understand it. I understand this job description may be used as a tool to evaluate the performance of my duties. If I have any questions about this job description or my job duties, I understand that I

should ask my Pastor or the Chairman of the Pastor-Parish Workgroup Committee. I also acknowledge and understand that from time to time the specific duties of my job may change and this job description will be revised accordingly.

DIRECTOR OF YOUTH MINISTRY'S NAME

DATE _____

Limitations and Disclaimer

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.