



## Youth Minister Job Description Springfield United Methodist Church

The Youth Minister shall be a well-trained professional, committed to Jesus Christ and to ministry with young people (sixth grade to twelfth grade) and their families. The Youth Minister shall possess the administrative skills necessary to perform his or her duties and carry out details, as well as the interpersonal skills for working with youth and adults within the congregation.

### **Vision:**

**To connect youth with the transforming message of God's love in Jesus Christ in a way that is relevant to their culture.**

### **Mission:**

- 1. Recruit, train, encourage, and support lay people in the various volunteer ministries of working with young people in our congregation.**
  - a. Provide regular training sessions for youth teachers and volunteers (ministry team).
  - b. Have regular volunteer and teacher meetings for planning and programming.
  - c. Work with the youth ministry team to identify and recruit potential volunteer/workers.
  - d. Help recruit volunteer youth workers.  
***Ensure that ALL potential and regular Youth Ministry workers are Safe Sanctuary trained and have a background check on file.***
  - e. Locate and utilize valuable resources and curriculum relevant to youth ministry.
  - f. Continuously develop the leadership and discipleship skills of the members of the youth and youth volunteers through personal example, devotionals, and practicing the means of grace
  
- 2. Support youth and adults in planning and programming evening fellowship times.**
  - a. Work closely with youth ministry team.
  - b. Develop a quarterly calendar of youth programs and events.
  - c. Help implement plans by ordering needed materials, scheduling speakers, handling setup details for events and retreats, etc.
  - d. Attend evening fellowship events as much as possible.
  - e. Provide and plan a leadership retreat for the adult youth ministry team.
  
- 3. Provide for growth of youth groups**
  - a. Arrange for regular pastoral visits to active, inactive, and prospective youth.
  - b. Develop effective publicity for youth activities through the church newsletter, school posters, mailings, media publicity, e-mail, etc.
  - c. Research and schedule special events such as camps and conferences, seminars, retreats, lock-ins, trips, etc.
  - d. Provide a small group meeting for Middle School and High School students
  - e. Train youth and plan for special evangelistic outreach to other teenagers in the community.
  - f. Locate and acquire resources to meet the needs of smaller groups in such areas as spiritual growth, Bible Study, youth drama, clown or puppet ministry, etc.

- g. Offer service opportunities throughout the year to involve youth in missions, community service, working camp experiences, etc.
  - h. Provide an annual leadership retreat for the youth.
- 4. Work with the Senior Pastor, youth and education committees to coordinate youth ministry with the total church.**
- a. Provide the committees with information about quality resources for curriculum materials.
  - b. Offer ideas and personal input about future goals for the church's ministry with youth.
  - c. Develop a partnership style of ministry with the Senior Pastor and other members of the church staff.
  - d. Develop working relationships with area youth directors in cooperation in various outreach, evangelism, and discipleship activities.
  - e. Be amenable to performing other duties as deemed necessary for the good of SUMC's total ministry.
- 5. Bond relationships with the parents of youth in the youth group.**
- a. Visit youth and their families in their homes.
  - b. Provide resource seminars for parents based on their needs.
  - c. Call and/or visit youth and parents in pastoral-need situations such as sickness, hospitalization, crisis intervention death, or other situations in which teenagers may need help or support.
  - d. Meet with parents (at least twice per year) to communicate about the youth calendar, volunteer needs, parental concerns, etc.
  - e. See to it that parents are also given a copy of the quarterly youth calendar.
  - f. Work with the adult volunteers and other members of the congregation to make youth ministry an effective effort.
  - g. Work as a professional with the other ministry staff to provide for the pastoral needs of the congregation.
  - h. Attend workshops and personal growth conferences to stay informed on new and effective ways to implement youth ministry.
  - i. Lead the congregation members as they establish long-range goals and short-term objectives for an ongoing youth ministry in the life of the church.
- 6. Accountability:**
- a. The Youth Director shall be accountable to the Senior Pastor and amenable to the Youth Leadership Team and Staff-Parish Relations Committee (SPR).
  - b. The youth minister will submit a monthly report to the Administrative Board on past and upcoming events and other needed information.
  - c. Should the youth minister feel mistreated by any staff, church member, or committee within the congregation, the youth minister may discuss any grievances confidentially within the Staff-Parish Relations Committee.
  - d. Be accountable for maintaining and implementing a Youth Program budget.

**Compensation:**

1. Basic salary package (Annually)

Base Salary \$ \_\_\_\_\_

Housing Allowance \$ \_\_\_\_\_

Utilities Allowance \$ \_\_\_\_\_

2. Benefits (Annually)

Retirement \$ \_\_\_\_\_

Car allowance \$ \_\_\_\_\_

Health Insurance \$ \_\_\_\_\_

Social Security Allowance \$ \_\_\_\_\_

Books and Subscriptions \$ \_\_\_\_\_

Continuing Education \$ \_\_\_\_\_

3. Vacation time: \_\_\_\_\_ weeks per year.

4. Other:

This job description is entered into in good faith through a commitment to serve Jesus Christ and the Springfield United Methodist Church on the \_\_\_\_\_ day of \_\_\_\_\_ in the year \_\_\_\_\_ (month)

\_\_\_\_\_

(Youth Director)

\_\_\_\_\_

(PPR Chairperson)