

Davidson United Methodist Church  
P.O. Box 718  
233 South Main Street  
Davidson, NC 28036

<b>POSITION DESCRIPTION:</b> Director of Youth Ministries	Date Prepared: April 2020	Date Approved by SPRC: 5/12/2020
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**STATUS:** Full-time, Salaried

**HOURS:** 40 Hours per week

**BENEFITS:** Medical & Dental Insurance, 403(b) Retirement Plan, Continuing Education Allowance

**General Purpose of Position:**

To build young disciples for Christ by developing and implementing a comprehensive approach to youth ministry (in the areas of group building, worship, discipleship, mission, and outreach) while serving as a spiritual leader and role model for children 6<sup>th</sup> grade through college.

**Organizational Relationship and Supervision:**

The Director of Youth Ministries (DYM) is a “working leader” position, expected to be hands-on while also leading the department. This position reports to the Pastor/Director of Faith Formation for spiritual and ministry guidance. The Pastor/Director of Faith Formation, in cooperation with the Staff Parish Relations Committee, provides an annual evaluation of the DYM’s performance. Attendance at the following meetings is expected: Staff Meetings, Administrative Council, Youth Council, and College Ministry Council.

**The Primary Task:**

There shall be a comprehensive approach to the development and implementation of the youth ministry at all levels in the connectional system of the United Methodist Church and in all ministry areas of the local church. This comprehensive approach is based on the understanding of the primary task of youth ministry to:

- love youth where they are;
- encourage youth in developing their relationship to God;
- provide them with opportunities for nurture and growth; and
- challenge them to respond to God’s call to serve in their communities and world.

**Responsibilities:**

**Vision and Leadership**

1. Provide leadership and work collaboratively with the Youth Council and the College Ministry Council in an annual process of evaluating the vision and goals of the youth ministry and directing monthly planning sessions.
2. Build teams of volunteers who will relationally invest in youth and college students in the areas of group building, worship, discipleship, mission, and outreach.

3. Contribute to and collaborate with the broader church for integrated, meaningful, and intentional ways to connect the youth and college students of Davidson UMC to the church, reminding the congregation of its responsibility of spiritually forming youth and college-age young adults.
4. Ensure that all youth ministries are providing biblical and theological instruction which is in agreement with the mission and philosophy of Davidson UMC and consistent with our Methodist heritage and Wesleyan theology.
5. Oversee the youth ministry staff working collaboratively.

### **Discipleship**

6. Create and foster environments, processes, and leaders to develop teenagers as followers of Jesus Christ during the following weekly times:
  - a. Youth Sunday School
  - b. Sunday/Wednesday night youth programming
  - c. Confirmation class for 8<sup>th</sup> graders (including mentors and parents)
  - d. Coordination of and participation in fundraising for youth projects
7. Lead specialized age-appropriate experiences (retreats, mission trips, rights of passages, camps) during each year which focus on the community and its mission.
8. Plan for mission opportunities (local and global) for youth and college students that will provide a safe environment to teach them about serving and giving through ministry.
9. Develop strategic events each year that are designed to engage not only regularly participating youth but also students from the community and from Davidson UMC families who have not been regularly participating.
10. Be available to teach Sunday morning classes when needed and be present on Sunday mornings in worship and around the Sunday school classrooms
11. Identify, recruit, and develop potential peer leaders from among the youth and college students to serve various areas of the church's ministries.
12. Be aware of resources for developing the youth ministry programming and participate in continuing education events and training opportunities.

### **Relationships**

13. Know 90% of the youth and college students in the directory by name as well as their parents
14. Serve as a "sounding board" to youth, college students, and their parents and maintain a referral list of professional counselors to access when necessary
15. Train and enable congregational leaders to also reach out to youth and college students where they are – the school settings, extra-curricular activities, community events, and wherever youth spend time when they cannot attend church programs.
16. Make calls on youth and college students when they are in a hospital or in other crisis moments of their lives.
17. Work in concert with the gifts and talents of other staff members and maintain a teamwork mentality.
18. Be a liaison between the church and other community organizations, people, and resources that relate to youth, college students, and youth ministries.

## **Administration**

19. Ensure that all church guidelines are followed including safe sanctuary and transportation policies.
20. Create, maintain, and steward the financial resources for the youth ministry and prepare an annual budget for recommendation to the Finance Committee.
21. Provide details for communication to the Youth Program Coordinator in a timely manner, overseeing the utilization of all available resources that will ensure the most effective communication possible (email, website, bulletin, newsletter, bulletin board, social media, etc.)
22. Oversee the youth database which will be managed by the Youth Program Coordinator and will account for contact information, family connections, birthdays, school affiliations, and attendance.

## **College Connections**

23. Lead outreach and continued support for college students
24. Be the staff liaison for the College Ministry Council and their work at Davidson College.

## **Qualifications and Aptitudes:**

1. Must embrace Christian discipline and United Methodist doctrine and theology.
2. Five+ years of professional youth/college ministry experience is required.
3. A bachelor's degree in a related field is the minimum requirement, a Masters is preferred.
4. Professional Certification in Youth Ministry in the United Methodist Church is desired.
5. 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. (i.e. must have proven project management skills and be able to keep activates with in program budget)
6. Must maintain proper conduct and performance standards and be able to work responsibly without supervision.
7. Must have excellent written and verbal communication skills, conflict management skills, and computer skills, including proficiency in MS Word, Excel, PowerPoint and Publisher.
8. Must possess a proven ability to work effectively with youth, diverse individuals, and teams of volunteers.
9. Must possess the capability to use church membership management software to do reporting, extract data and enter updates