

Warrenton United Methodist Church

Job Description: **Director of Youth Ministries**

Benefit Status: Part Time Salaried

FLSA Status: Exempt

Ministry Area: Discipleship

Direct Supervisor: Associate Pastor

Warrenton UMC Vision – As followers of Christ, we connect with our community and each other through compassionate service, authentic relationship, and life-giving worship.

Essential Functions:

1. Plan, develop, oversee and direct both Middle School and High School Ministries
 - a. Train and lead youth in Scriptural understanding of what it means to follow Christ, and in turn engage them through various activities such as Sunday School, confirmation class, Bible study, Youth Fellowship, retreats, etc.
 - b. Establish an inviting environment, both on-campus and off-campus with the intention of increased outreach and growth (spiritual and physical) of the Youth Fellowship
 - c. Establish and utilize a Youth Ministry Team comprised of both adult volunteers and youth leaders to assist in recruitment, planning, and implementing effective youth ministry programs
2. Nurture youth, their families, and youth leaders to grow as devoted followers of Jesus Christ
 - a. Spiritually strengthen and support them in their faith journey and connect them to Warrenton UMC
 - b. Partner with parents and families to disciple all youth at the church
 - c. Teach youth to grow by holding one another accountable to spiritual formation
3. Recruit youth leaders and provide appropriate planning/training
 - a. Uphold Warrenton UMC Child Protection Policy and update the policy as needed in conjunction with the Director of Children's Ministries, the Pastors, and the Board of Trustees
4. Lead youth-related mission activities and trips in coordination with the Mission Task Group; recruit, train and lead effective volunteer leaders
5. Coordinate with the Community Engagement Team to actively participate in youth related evangelism activities; Recruit, train and lead effective volunteer leaders

6. Possess a high proficiency in the use of technology and social media for communication as well as the creative use as a ministry and programming tool.
 7. Perform financial and administrative duties
 - a. Operate computer and other office equipment
 - b. Plan and oversee expenditures to determine appropriate budgets for youth ministries.
 - c. Effectively operate programs within allocated funds
 8. Be proficient in interpersonal skills, conflict management and resolution (interpersonal and communal) while maintaining a deep comprehension of accountability and confidentiality, effective written and spoken communication skills, and organization skills to develop and complete short- term and long-term goals and action plans
 9. Attend necessary meetings and conferences, etc.
 10. Perform other tasks and responsibilities as assigned
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Required Qualifications:

Education: Graduation from an accredited college/university with a BA in Christian Education or other related studies preferred, or equivalent combination of education and experience

Physical: Physical conditioning that allows directing and leading youth activities and programs, games etc.; Non-manual office work

Experience: 1-3 years experience leading a youth ministry program, preferably in a United Methodist setting; Ability to obtain and maintain certification in first aid and CPR; Possession of or ability to obtain valid driver's license and maintain insurability; Proven commitment to excellence in youth ministries and programs

Technical: Knowledge and skills to handle various communications methods through social media, the church website, Microsoft Office Suite, GSuite, Slack, etc.

Other: Candidate must meet the minimum age requirement of 22 years

Duties and responsibilities are designed to be the essential functions of the job. They do not preclude the performance or related or even unrelated jobs, which may be necessary to properly and efficiently complete all work assignments. Warrenton UMC reserves the right to amend job specifications to meet current needs.

Employee Signature

Direct Supervisor Signature