

Youth Shepherd Job Description

Lakeside United Methodist Church

2333 Hilliard Rd.

Richmond, VA 23228

Status: Part time, approximately 25 hours per week.

Salary: Compensation commensurate with education, training, and experience.

Primary Tasks: To serve as a spiritual leader and role model while building young disciples for Christ by implementing the Youth Ministry Team's (YMT) plan for the youth of Lakeside United Methodist Church (LUMC). The Youth Shepherd (YS) is expected to:

- love youth where they are and understand that all youth are welcome
- encourage youth in developing their relationship with God
- provide youth with opportunities for nurture and growth
- challenge youth to respond to God's call to serve in their communities and the world

Organizational Relationship and Supervision:

The YS reports to the **Pastor**. The Pastor and SPRC, **with input from the YMT**, will conduct an initial evaluation of the YS' performance, followed by a 12-month evaluation, with annual evaluations thereafter. A member of the YMT will be present at each performance evaluation. Attendance at church staff meetings, YMT meetings, and council meetings is expected.

Responsibilities:

1. Be an advocate for youth (grades 6-12) and educate the congregation about the hopes, concerns, and needs of youth at LUMC and the community.
2. Implement all aspects of a balanced youth ministry in the areas of group building, fellowship, discipleship, mission, and outreach.
3. Ensure that the youth are offered opportunities to frequently participate in the worship services of LUMC.
4. Work with the YMT in planning and presenting weekly youth programs and regularly scheduled events and activities.

5. Support the work of the YMT in the process of evaluating the vision and goals of the youth ministry in monthly planning sessions.
6. Mentor youth in developing their leadership skills.
7. Be aware of resources for developing the youth ministry programming and participate in continuing education events and training opportunities.
8. Partner with the YMT to recruit and train volunteers who work with youth in all aspects of youth ministry and ensure adequate volunteer support and adult to youth ratios.
9. Be a liaison between LUMC and other community organizations, people, and resources that relate to youth and youth ministries. Be familiar with relevant district and conference youth events.
10. Be available during Sunday School (will occasionally serve as a substitute teacher) and worship services. Engage and record contact information for families and youth who are first-time visitors at these services and follow up within a week of their visit. Be visible and approachable by all.
11. Prepare and/or organize programs and manage weekly Sunday evening United Methodist Youth Fellowship (UMYF) meetings (6:00 P.M. dinner, 6:30 – 7:30 P.M. program and fellowship).
12. Help coordinate Confirmation classes with the pastor.
13. Work in partnership with the YMT and Evangelism Team to effectively reach youth in the community and develop a strategic youth ministry outreach plan.
14. Keep records of youth participation. Follow up with youth who do not regularly attend.
15. Communicate in a timely manner and as effectively as possible using all available resources (social media, website, newsletter, bulletin board, etc.) Ensure timely communication with church staff and leadership, parents, and the congregation.
16. Develop personal relationships with the youth and their families. Make yourself available to youth in a variety of ways recognizing that much of youth ministry occurs outside the church building (i.e., attendance at extracurricular activities, visitation, times of crisis, etc.).

17. While hours are flexible (except for Sunday) keep a record of time spent on all activities as the YS.
18. Work in concert with the gifts and talents of other staff members and maintain a teamwork mentality.
19. Ensure that the Child Protection Policy is observed in all youth ministry settings, as well as with social media interactions.
20. Provide treasurer with receipts, fees collected, etc. biweekly or sooner.
21. Communicate with other youth leaders in the community, district, conference, etc.
22. Perform other related duties and responsibilities as assigned by the **Pastor and the YMT.**

Qualifications and Aptitudes:

1. Must embrace Christian discipline and be willing to understand United Methodist doctrine and theology.
2. A bachelor's degree is the minimum educational requirement, with 3 years of youth ministry experience. Professional Certification in Youth Ministry in the United Methodist Church is advantageous.
3. Must have vision and a demonstrated ability to plan, develop, coordinate, and manage a youth ministry within the parameters of the United Methodist Church and guidelines developed by the YMT and the Pastor and approved by the Church Council.
4. Must have excellent written and verbal communication skills, conflict management skills, computer skills and familiarity with software such as PowerPoint and Google Docs.
5. Must possess a proven ability to work effectively with youth, diverse individuals, and teams of volunteers.
6. May need to move light furniture, participate in recreational activities, and be able to endure nights with minimal sleep on retreats.
7. Should have some combination of the spiritual gifts of servanthood, teaching, encouragement, leadership, helping, mercy, and shepherding. You should be a prayer warrior for the youth.