

## **Lewis Center UMC**

### **Director of Youth Ministry**

**Reports to:** Senior Pastor & SPRC  
**Expected Hours:** 20-35 hours per week  
**Annual Salary Range:** \$26,500-\$30,000

**Pay Type:** Salaried  
**PT/FT Status:** PT  
**FLSA:** Exempt

**Youth Mission Statement:** At Lewis Center UMC, we create an environment in which youth can experience love, develop faith, and serve others- all while making and deepening friendships.

**Position Purpose:** Our vision is to be a healthy, growing, spiritually vital, risk-taking place of ministry, through which, together with God, we can make and equip disciples of Jesus Christ for the transformation of the world.

**Summary of Responsibilities:** The Director Youth Ministry will develop meaningful relationships with all students in 7th-12th grades. While relationships are always the highest priority, the Director of Youth Ministry will recruit and develop volunteers to produce Sunday School and all other youth gatherings and events. In addition to weekly gatherings, the Director should plan intentional events that aim to develop spiritual formation, community, and fun. These events can look like, but are not limited to, mission trips, youth camps, retreats, lock-ins, etc.

#### **Minimum Requirements:**

- A heart for Jesus and a love of scripture.
- At least three years of Youth Ministry, or related field, experience.
- Some form of continued education, preferably a Bachelor's degree.

#### **Abilities Desired:**

- Working knowledge of United Methodist Church structure and function
- Demonstrate team building skills.
- Organizational competency.
- Excellent communication skills.
- Passion for working with youth and adult volunteers.
- Attention to detail and ability to multitask.
- Motivated, independent thinker and self-starter.
- Conflict management skills.

## **Job Duties & Responsibilities:**

- Facilitate Youth Ministry programming year round
  - Weekly: Sunday School (the first Sunday of the month, gather the youth in the sanctuary to worship together) These lessons must include bible study
  - Twice per month: youth gatherings, Bible Study, service projects
  - Annually: mission trip, retreat/lock-in, confirmation class, Special Sundays such as Confirmation, Graduation, & Youth Sunday. VBS Support.
- Plan, maintain, and implement programming that is communicated in all appropriate places. (church calendar, youth and parents, staff, volunteers)
  - This involves maintaining parent, youth, and volunteer rosters.
- Work with the Lead Pastor and lead up ministry direction with regularity.
- Set goals for the ministry annually.
- Connect parents and youth, encouraging healthy family dynamics.
- Fundraise to support the ministry and keep activities affordable for families
- Obtain and organize necessary resources for all Youth Ministry events and activities. (food is always a good idea!)
- Plan and facilitate Confirmation classes with a mentoring program.
- Maintain all financial records in compliance with LCUMC reporting procedures.
- Enlist, train, and empower adult volunteers and mentors.
  - This includes assuring that ALL adults involved in the ministry are trained in LCUMC's Safe Sanctuary Policy and have completed their background checks, including the Director.
- Manage and communicate all administrative details for youth meetings, trips, and other activities.
- Attend monthly staff meetings. Quarterly attend the Lead Team to share a report.
- Lead by example to motivate and encourage youth, families, and volunteers to develop a passionate relationship with God.
- Support the overall ministry of the church.