

Position: Director of Youth Ministries

Start Date: On or near August 1, 2019



Immediate Supervisor: Associate Pastor

Position Type: Full Time

Work Schedule: Maintain full-time schedule with flexible hours meeting youth program needs, be present to assist and participate Sunday mornings during at least one worship service and the Sunday school hour.

Supervises: Employees and volunteers of youth ministries.

Objective: The Director of Youth Ministries supports the Church's mission, vision, and values by overseeing the ongoing development of a vital United Methodist youth ministries program and offering spiritual guidance for junior and senior high youth.

Summary: The Director of Youth Ministries is responsible for youth fellowship programs and youth mission activities that guide youth as they grow spiritually as disciples of Christ. The Director shall assist in the recruiting, training, and supervising of employees and volunteers for youth ministries. In partnership with the Church's pastors, staff, members of the congregation, junior and senior high youth and their families, the Director will work to develop and implement programming that equips youth to become leaders within the church and their community.

Duties and Responsibilities

Directing and Coordinating Youth Related Ministries

1. Visioning and setting goals
 - Develop and implement the goals for youth ministry that support the Church's mission in alignment with the following areas: Discipleship, Fellowship, Mission/Service, Evangelism, Welcome, Leadership, and Church Commitment
2. Program Coordination and Administration
 - Administer a complete junior and senior high youth program including but not limited to weekly youth fellowship activities, Confirmation, mission/service opportunities
 - Coordinate and schedule all events relating to youth ministries
 - Coordinate youth involvement in the Rummage Sale and other fundraisers and serve as one of the chairs for the Rummage Sale
 - Coordinate, teach, and oversee youth Sunday school, Wednesday evening youth gatherings, and other discipleship opportunities for youth
 - Work closely with student leaders (Youth Cabinet) to develop them into strong Christian leaders
 - Develop and work within a youth budget
3. Coordinate Adult Volunteers
 - Recruit, train, supervise, provide resources for, and communicate with volunteer adults to be youth leaders and mentors

Connection and Communication

1. With Youth
 - Coordinate various youth communications
 - Oversee the content of the youth page on the church website and other social media
 - Produce a calendar of events
 - Make appropriate announcements at worship services when necessary
2. With Adults and Families
 - Keep key adults and parents of the Church informed of the youth ministry through letters, phone calls, personal visits, email
3. With Congregation of Church
 - Work with staff to inform youth of vital opportunities for service, worship, and education within the church
 - Work with staff to inform the church of vital opportunities for service, worship, and education within youth ministries
4. With District and Conference
 - Participate in and encourage youth involvement in local, district, conference, and national United Methodist events

Position: Director of Youth Ministries (cont.)



Accountability to Wesley Staff

1. Attend weekly staff meetings
2. Keep others informed of scheduled office hours as work is often flexible due to evening and weekend youth commitments
3. Perform other duties as may become necessary in the team ministry of the Church and assigned by Associate Pastor or Staff Parish Relations Committee

Personal Growth and Self-Care

1. Seek and maintain time and activities for personal spiritual renewal and growth

Qualifications, Skills, Abilities and Education Requirements

Education Level: Bachelor's degree required.

Essential:

- Excellent verbal and written communication skills for working with youth and adults
- Enthusiasm, desire, energy, and stamina for working with youth
- Effective administrative and organizational skills
- Willing to support and instruct United Methodist Church beliefs and practices
- Professional training and/or experience in the following:
 - Biblical and theological training
 - Adolescent psychology (college coursework or equivalent)
 - Working with junior and senior high age level
 - Interpersonal relationship building
 - Christian education
 - Leadership training
- Exhibit professional skills, appearance, and conduct
- Commitment to continuing education for personal and professional development and growth
- Knowledge of basic computer skills, including:
 - Word processing
 - Internet and email
 - Printer/Copier
 - Social media and texting

Additional Note: This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position.

To Apply: Send a resume and cover letter addressing your experience via email to Pastor Justin Iverson at jiverson@wesley-umc.com, call 309.827.8046, or mail to Wesley United Methodist Church at 502 E. Front St, Bloomington Illinois 61701.