

**DIRECTOR OF YOUTH MINISTRIES**  
Round Hill United Methodist Church  
Winchester, VA

**POSITION DESCRIPTION:**

Director of Youth Ministries

Date Approved by SPRC:

05/16/2022

**STATUS:** Part-time, Salaried (negotiable)

**HOURS:** 18 hours weekly (average)

**BENEFITS:** N/A

**General Purpose of Position:**

To grow young disciples for Christ by developing and implementing a comprehensive approach to youth ministry (in the areas of discipleship, mission, and outreach) while serving as a spiritual leader and role model.

**Accountability:**

The Director of Youth Ministries (DYM) reports to the Pastor for spiritual and ministry guidance. The Pastor, in cooperation with the Staff Parish Relations Committee, provides an annual evaluation of the DYM's performance. The DYM will be responsible and subject to United Methodist polity and doctrine, informed by the United Methodist *Guidelines for Youth Ministries*, local church policy as determined by the Charge Conference, Pastor, and Staff Parish Relations Committee. This is a 12 month position.

**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 youth with opportunities for nurture and growth
- challenge them to respond to God's call to serve in their communities and world

**Responsibilities:**

1. Be an advocate for youth and educate the congregation about the hopes, concerns and needs of youth in the local church and community.
2. Help plan, develop, and implement all aspects of a balanced youth ministry in the areas of discipleship, mission, and outreach and strategically work to ensure that youth ministry is integrated into the total life and ministry of the church.
3. Work with the Youth Council to keep records of youth participation, reach out to new and/or absent youth, and manage the youth ministry budget.
4. Support and guide the work of the Youth Council in an annual process of evaluating the vision and goals of the youth ministry and direct monthly planning sessions.

5. Mentor youth in developing their leadership skills and intentionally work with other ministry leadership in the church to ensure that youth are incorporated in leadership within the congregation as a whole.
6. Be aware of resources for developing the youth ministry programming and participate in continuing education events and training opportunities.
7. Recruit and train volunteers in all aspects of youth ministry (including youth Sunday School) and ensure adequate volunteer support (by providing curriculum, resources, and training) and fostering adult-youth mentoring relationships.
8. Coordinate, implement, and participate in a special youth ministry event on a quarterly basis (retreat, mission project, outing, etc).
9. Coordinate Confirmation in partnership with the pastor and provide communication for confirmands, mentors, and parents.
10. Communicate in a timely manner and as effectively as possible using all available resources (email, website, bulletin, newsletter, social media, etc). Ensure communication with church staff and leadership, parents, and the congregation as a whole.
11. Work in concert with the gifts and talents of other staff members and maintain a teamwork mentality.
12. Ensure that the Child Protection Policy is observed in all youth ministry settings.
13. Attendance at the following meetings is expected: weekly Staff Meetings, Church Council, and Youth Council.

**Qualifications and Aptitudes:**

1. Must embrace Christian discipline and United Methodist doctrine and theology.
2. A bachelor's degree in a related field preferred. Professional Certification in Youth Ministry in the United Methodist Church is a plus.
3. 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.
4. Must have excellent written and verbal communication skills, conflict management skills, and computer skills.
5. Must possess a proven ability to work effectively with youth, diverse individuals, and teams of volunteers.

**General Weekly Schedule:**

1. Worship and Sunday School – 3 hours
2. Youth Group – 4 hours
3. Staff Meeting – 2 hour
4. Planning, communication, outreach and youth engagement – 7 hours
5. Other meetings (including Youth Council and Church Council) – 2 hours

This job description is intended to be a general overview and in no way limits or restricts the duties or assignments of this position. The Youth Director cooperates with the staff and Church Council to carry out the overall ministry of Round Hill United Methodist Church.