

Draft: 7/22/19

Approved: 8/10/19

Revised Draft: 2/22/21

Approved: 2/22/21

Job Title: Director of Youth Ministry

Purpose: To plan, coordinate, and lead the youth ministries of the Rush United Methodist Church

Accountable: The Director of Youth Ministry is supervised by and accountable to the Pastor.

Irreconcilable differences should be taken to the Chairperson of the Staff Parish Relations Committee.

This is a ¼ TIME position.

Compensation and Benefits:

- Compensation is determined by the approved annual budget
- Holidays, Vacation, Sick days, Bereavement leave, and Jury Duty are paid based on the personnel policy of the church
- The Rush United Methodist Church provides statutory benefits including Worker's Compensation, New York State Unemployment Insurance, and New York State Disability Insurance. No other benefits are provided.

Responsibilities:

- A strong Christian faith, demonstrated by word and deed
- Meet regularly with the Pastor to plan, report, and coordinate the youth ministries of the Rush United Methodist Church
- Facilitate the creation and operation of a Youth Advisory Board, which provides vision, planning, and coordination of youth events and activities.
- Encourage spiritual development, preparing youth for challenges in the future, bringing to clarity a sense of Christian identity as a beloved child of God through an understanding of God-given talents and gifts
- Build constructive relationships with adult and youth leaders

Responsibilities: Quantitative Evaluation -

1. Does the Director of Youth Ministry demonstrate a strong Christian faith in both word and deed? Yes / No
2. Does the Director of Youth Ministry meet regularly with the Pastor to plan, report, and coordinate youth ministries? Yes / No
3. Has the Director of Youth Ministry ensured all youth activities and programs are consistent with the mission and ministry of the church? Yes / No
4. Has the Director of Youth Ministry created an environment where all youth are made to feel they belong? Yes / No
5. Has the Director of Youth Ministry made every reasonable effort to ensure the youth program is following the Safe Sanctuary policies of the church? Yes / No

Responsibilities: Qualitative Evaluation - The Director of Youth Ministry's ...

1. ... meeting, programs, activities, and missions are: Excellent / Very Good / Good / Poor
2. ... encouragement for youth to grow spiritually has been: Excellent / Very Good / Good / Poor
3. ... efforts to build constructive relationships with adult and youth leaders has been: Excellent / Very Good / Good / Poor
4. ... ability to coordinate, plan, and implement all youth programs with effectiveness has been: Excellent / Very Good / Good / Poor
5. ... efforts to incorporate youth into the mission and worship life of the church has been: Excellent / Very Good / Good / Poor

Comments:

- Coordinate all adult and youth leaders to maximize effectiveness and coordinate programs and events
- Submit an annual budget request to the Finance Committee
- Conduct a minimum of 40 youth meetings or events per year
- Ensure prayer and devotions at all activities
- Ensure all youth activities are consistent with the mission and ministries of the church
- Create an environment of belonging in which spiritual and leadership skills can develop
- Ensure compliance with the Safe Sanctuary policy of the church
- Encourage youth participation in the worship and mission life of the church.
- Attend staff meetings, when possible

Expectations:

- Fully participate in the life of the church, serving as a model of Christian living
- Maintain effective work relationships and boundaries
- Maintains compliance with the Book of Discipline and adherence to the policies and procedures of the church
- Communication with courtesy, respect, and sensitivity
- Create an environment where everyone is given the opportunity to fully belong

Skills:

- Matriculating college student, Associate degree, Bachelor's Degree preferred
- Hope and vision, deeply rooted in Christian faith and discipleship
- Proficient in planning, organizing, team building, decision making, and program execution
- Strong communication skills
- Computer, electronic media skills

Evaluation:

- Objectives and success measures will be annually evaluated by the Pastor
- Objectives and success measures will correlate with the responsibilities and expectations of this job description
- The Pastor is responsible for the completion of the annual evaluation and will communicate the results to all members of the Staff Parish Relations Committee

Expectations: Quantitative Evaluation –

1. Has the Director of Youth Ministry fully participated in the life of the church? Yes / No
2. Is the Director of Youth Ministry serving as a model of Christian living? Yes / No
3. Has the Director of Youth Ministry maintained effective work relationships and boundaries? Yes / No
4. Has the Director of Youth Ministry maintained compliance with the Book of Discipline and adherence to the policies and procedures of the church? Yes / No
5. Has communication with the Director of Youth Ministry been courteous, respectful, and sensitive? Yes / No
6. Has the Director of Youth Ministry created and contributed to an environment where everyone is given the opportunity to fully belong? Yes / No

Notes: