

Carrollton First UMC/The Bridge – Job Description

Position: Director of Youth/Young Adult Ministries	Compensation: Salaried/No Overtime
Campus: YBC, Bridge, <u>Both</u>	Hours: 30-35 hours per week
Revision Date: May, 2018	<u>Full-Time</u> , Part Time, Volunteer

Qualifications

- Be a born-again Christian who agrees to participate actively in the life of Carrollton First UMC/The Bridge as a part of all services.
- Demonstrate leadership in generous giving by regularly contributing their tithes and offerings to support the work of God through the ministry of the Church.
- Have a passion for working with teenagers and young adults in a Christian environment, and feel led by God’s calling to serve in this area.
- Be able to effectively “connect” with the youth and young adults on an interpersonal level.
- Be able to effectively communicate with parents.
- Be willing to accept constructive input and support from the youth, parents and church leaders.
- Have prior experience, professional training and/or education in youth ministries.
- Be willing to attend training classes or seminars that may better equip the Youth Leader for service.
- Be a role model for the youth/ young adults, leading a life consistent with that of a disciple of Christ.
- Have a desire and ability to lead the youth/young adults in praise and worship music, either personally or through other resources.

Responsibilities:

- Overseeing and equipping a team of volunteer youth leaders to ensure that the overall mission of youth ministry is carried out.
- Meeting regularly with volunteer youth leaders.
- Helping the youth/young adults to develop and enhance their personal relationships with Christ and with each other.
- Leading the youth/young adults to develop a Christian world view and to recognize the influence that secular culture has on their lives.
- Integrating the youth/young adults into the broader life of the church.
- Equipping and leading the youth/young adults to reach out to other youth/young adults who are unchurched.
- Being a role model for the youth/young adults by demonstrating a Christ-like attitude in all circumstances, to the best of one’s ability.
- Leading the youth group for ages middle school and high School and developing a young adult program.
- Starting a small group ministry with teens/young adults.
- Preparing objectives, goals, strategies and measurements for the youth program, and to get them approved by the Pastor.
- Planning and coordinating special events, service projects, fund raisers and other activities for youth including but not limited to conference and district events throughout the year. The Youth Leader is encouraged to recruit additional help for these activities as needed.

- Being attentive to the special needs and concerns of teenagers and structuring programs to address those issues in a Christian context.
- Developing leadership skills within the youth by enabling them to plan and conduct some of their own activities, as appropriate.
- Preparing in advance for all meetings and activities.
- Researching resource materials to select and/or develop curriculum, object lessons
- Participating in the local network of youth group leaders from other churches, the Ohio Valley District and the East Ohio Conference to receive encouragement, gain exposure to other teaching ideas, provide support to others and grow spiritually.
- Reporting to the Pastor, including a summary of activities from the previous month, upcoming plans for future months and any issues that need to be resolved.
- Ensuring that someone, which may be one of the youth, prepares an article on youth church newsletter.
- Participating in an annual performance/ personal development review with the Pastor.
- Ensuring that the youth/young adult ministry is conducted in a manner consistent with the mission, vision, values and goals of our church.
- Developing and maintaining a position of authority and respect while working with the youth.
- Being an active member of the Ministry Team, participating in monthly meetings, and working together with the Ministry Team to fully integrate the youth into the life of the church.
- Agreeing to follow decisions from the church leadership. This includes supporting those decisions in front of the youth.
- Insuring training and compliance of the CFUMC Safe Sanctuaries Policy.
- Decorating and respectfully caring for the youth meeting facilities.

Time Commitment

Hours will likely range from 30-35 per week, depending on the types of activity scheduled. The Youth/Young Adult Leader is responsible for making arrangements for a substitute leader in advance of all planned absences, such as vacation. The church office should be given a two week notice for vacation time and should also be notified as soon as possible if an emergency absence is required.

Supervision:

- Weekly guidance and direct supervision will come from the Associate Pastor.
- The employment of the Director of Youth/Young Adult Ministries is the responsibility of the Staff Parish Relations Committee (SPRC).

NOTE: A 30 day “mutual evaluation” period is required of a new Youth Leader. This period provides the Youth Leader with an opportunity to get to know the youth, young adults and other church leaders, and vice versa. After 30 days, a decision on whether or not to progress into a longer term commitment will be made jointly by the church and the Youth Leader. The objective of the mutual evaluation period is to allow all parties to move forward with no regrets if things do not work out as desired.

NOTE: This job description is not intended to be all-inclusive. The employee may perform other related duties as required to meet the ongoing needs of Carrollton First UMC / The Bridge.

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