



MEDINA  
UNITED  
METHODIST  
CHURCH  
Loving, Living, Sharing

<b>Job Title:</b> Director of Teen Ministry	<b>Compensation:</b> Salary	<b>Education:</b> Bachelor Degree or equivalent work experience
<b>Supervisor:</b> Discipleship Pastor		
<b>Work Period:</b> Sunday mornings & evenings, special classes/events, and other times required 25 hrs./wk.		
<b>Date Reviewed:</b> October 2018	<b>By:</b> SPRC	

### **Position Overview**

Organize and help lead an engaging, cohesive program for teens, grades 7-12, that guides teens in loving, living, and sharing the message of Jesus Christ.

### **Essential job functions**

- Recruit, nurture, and oversee a team of adult leaders who will assist in helping teens deepen their walk with Christ.
- Develop a cohesive and meaningful discipleship plan for teens that includes components of spiritual growth, service, and community building.
- Create a welcoming culture that attracts new people
- Build authentic relationships with teens and their families through visitation and other involvement in their lives
- Create mission opportunities for teens to participate in hands-on mission experiences through annual mission trips
- Review and coordinate MUMC Scholarships

### **Administrative Requirements**

- Proficient communicator including, but not limited to: a majority of social media platforms, email, oral, written, and visual communication.
- Establish and manage an annual budget for Teen Ministry
- Guide fundraising efforts for Youth Mission Trip
- Attend weekly staff meetings

### **Qualifications**

- Bachelor's or advanced degree, preferably in related field
- Committed to Medina UMC's vision, mission, and goals
- Experience in having built and grew an engaging program for teens
- Able to lead and plan programming, mobilizing, and utilizing teams of servant volunteers
- Possess a highly relational approach to ministry
- Serve with enthusiasm as a member of a Christ-centered, mission-driven team that is committed to serving as the hands and feet of Christ.
- Able to travel

- Recognition of the signs of physical abuse, sexual abuse, and neglect, as well as the appropriate method for reporting such instances.
- Current safety & first aid certification.

### **Skills**

- Love of teens and ability to connect with them via current technologies
- Effective verbal communicate in one-on-one and large group settings
- Effective written communication.
- Ability to read, write, and understand English.
- Good interpersonal skills and active listening ability
- Excellent organizational skills
- Current and active, valid driver's license and required insurance
- Strong computer and technology skills
- Proficient in Word, Excel, PowerPoint, and other computer programs

### **Accountability**

Regular updates with the Discipleship Pastor and SPRC regarding essential job functions and areas of responsibilities within the church.

### **Beliefs**

- First and foremost, have a deep and growing relationship with Christ, and a commitment to maintaining healthy accountability relationships with a small number of mature Christians. A servant leader's mindset must be evident in the life of this candidate.
- The Director of Teen Ministry should have spiritual beliefs congruent with The United Methodist doctrine, and demonstrate strong moral and ethical character.

### **Physical demands**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, including mission work, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee occasionally is required to stand; walk; and stoop, kneel, crouch or crawl. The employee is frequently required to sit for several hours. The employee must regularly lift and/or move up to five pounds, frequently lift and/or move up to twenty-five pounds, and seldom lift and/or move more than thirty pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as required to meet the ongoing needs of MUMC.