

# Youth Director Job Description

The Director reports directly to the Pastor and SPRC for supervision.

- Plan and Lead Youth Ministry Activities for Sunday and Wednesday Night Programming consisting of meals, fellowship, recreational and spiritual formation opportunities.
- Organize learning curriculum to foster greater discipleship among youth with input from the Pastor and Parents.
- Weekly be relationally present to youth and parents in a variety of ways (i.e. lunch at school, attendance at extracurricular activities, visitation, times of crisis, etc.), as much as possible. Be intentional in developing a relationship with each youth member. Mentor them as growing disciples of Christ. Keep records of outreach efforts to youth for possible review.
- Recruit, train and support program volunteers (youth and adult) to assist in ministry and enlist adequate volunteer support well in advance for all events.
  - Provide a communications link using all available resources (email, text, bulletin, newsletter, bulletin board, social media, Phone Calls, etc.) between youth, parents, church leadership, staff, and the congregation. These communications will be intentional, informative, and timely, well in advance of planned events.
- Plan(well in advance) and lead opportunities for the summer youth trip, quarterly retreats, additional outings, and multiple opportunities for youth congregational service throughout the year.
- Be mentored as needed in the area of youth ministry by someone with youth ministry expertise. With them develop a youth ministry model to follow in implementing all aspects of programming. Pursue continuing education training in youth ministry and make use of helpful resources(books, seminars, etc.).
- Have at least quarterly meetings with the Youth Ministry Council to seek input and coordination with those parent leaders. Develop good relationships with these parents seeking to make them partners in ministry.
- Keep records of youth participation.
- Manage the annual youth ministry budget conducting and leading fundraisers as needed.
- Ensure that there is a youth protection plan and that Safe Sanctuary, is observed in all youth ministry settings.
- Participate in church dinners (Wednesdays and Sundays) as much as possible. Using the opportunity to visit with members.
- Be available to staff and parents during the week (schedule to be determined).
- Meet regularly with Pastor for updates and planning.

This position is estimated to require 16-20rs per week. Will vary with time with year.

Time Breakdown (possible)

- 4 hours Sunday time spent with youth(Worship, Evening Activities).
- 2 hours Wednesday Evening
- 4 hours Lesson Planning
- 4 hours Various Program Planning(Fundraisers, Communication, Recreational activities, etc.)
- 1 hour spent with youth at outside social events.
- 30min-1hr Meeting with Pastor

Youth Director \_\_\_\_\_ Date \_\_\_\_\_

SPRC Chair \_\_\_\_\_ Date \_\_\_\_\_

Senior Pastor \_\_\_\_\_ Date \_\_\_\_\_

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