

Position Description: Director of Youth Ministry



**Springfield
Oaks Church**
A Global Methodist Congregation

Classification

Exempt

Reports to

Senior Pastor

Date

March 19, 2024

JOB DESCRIPTION

Summary/Objective

Springfield Oaks Church, located in Springfield, Georgia, is looking for a full-time Director of Youth Ministry. The Director of Youth Ministry shall be a committed disciple of Jesus Christ, who is grounded upon God's Word and seeks to be led by the Holy Spirit in ministry with youth and their families. They should embrace the doctrines and teachings of Wesleyan theology and the Global Methodist Church.

The Director of Youth Ministry shall possess the administrative skills necessary to perform his or her duties and carry out details, as well as the interpersonal and relational skills for working with youth and adults within the congregation.

The Director of Youth Ministry will be responsible for working primarily with youth who are in the age range of sixth grade through twelfth grade. This is a full-time position.

Essential Responsibilities*

- **Create, plan and lead dynamic Sunday evening worship and Bible Study programs that facilitate spiritual growth of attendees**
 - Lead a time of worship, prayer and Bible study
 - Plan activities for fellowship and recreation
 - Work with volunteers to provide snack supper

- **Plan and lead Bible Studies for Middle and High School small groups**

- **Serve as leader of the Youth Music Praise Team**
 - Coordinate leadership and musicians to work with the Youth Music Praise Team
 - Provide leadership for practices of Youth Music Praise Team

- **Provide support and guidance for youth Sunday School program**
 - Work with Education Committee in coordinating SS curriculum for youth SS classes
 - Work with Education Committee in recruiting teachers for SS
 - Assist in SS as necessary
 - Coordinate with Youth SS Leader(s) on communications related to all youth activities

- **Support Confirmation Class program**
 - Work with the Senior Pastor to facilitate Confirmation Class as needed
 - Attend and participate as required in the Confirmation Class Weekend Retreat

- **Coordinate and lead Youth Special Events**
 - Youth Programs; Camps and Retreats; Mission Trips
 - Group Outings: Annual Camp Meeting

- **Assist with various church program activities as needed**
 - Vacation Bible School
 - Collaborate with Director of Children Ministry to ensure a smooth transition between ministry programs for children and youth
 - Church Community Outreaches
 - Senior Pastor support

- **Provide strategic perspectives, feedback and support as a staff member and leader**
 - Work with the Senior Pastor, Associate Pastor, Children’s Director, and Educational Committee to coordinate the Youth Ministry into the total ministry of Springfield Oaks Church.
 - Offer ideas and personal input about future for the church’s ministry with and for the youth.
 - Continually evaluate activities, programs, and events to ensure alignment with the church’s statement of faith and practice.
 - Be amenable to performing other duties as deemed necessary for the good of Springfield Oaks Church’s total ministry.

- **Build dynamic relationships in support of youth programs and ministry**
 - Mentor and build community with students, parents, and volunteers through spiritual leadership
 - Establish and have written goals for the youth ministry program, with written action plans on how to accomplish those goals each year
 - Develop teams of parents, adult volunteers and mentors to assist with the youth ministry within established goals, objectives and plans
 - Communicate with parents frequently about Youth Ministry programs, calendar, volunteer needs, parental concerns.
 - Work to develop relationships with area Youth Directors to promote ministry to the youth and their families throughout the regional community.
 - Obtain a copy of and review area school, community and area church calendars that involve our youth and families. Use this information to help schedule a Springfield Oaks Church Ministry engagement in various events – sports, academic, arts, parades, fairs, community, etc.
 - In January of each year, present at Administrative Council a calendar that lists planned youth activities, functions, camps, retreats, etc.
 - Have separate group and class activities (and some joint activities) for middle and high school students

- **Ensure Safe Sanctuary compliance**
 - Ensure that the Safe Sanctuaries Policy is practiced in all youth ministry settings.
 - Coordinate with Safe Sanctuaries Committee as required to ensure safety of our youth

- **Reporting Relationships and General Responsibilities**

- The Director of Youth Ministry shall be accountable to the Senior Pastor and amenable to the Staff-Parish Relations Committee (SPRC).
- Submit a monthly report (written) to the Administrative Council on past and upcoming events and other relative information.
- Attend monthly Administrative Council meetings.
- Compile, implement, and maintain a Youth Ministry budget.
- Attend both 8:30am and 11:00am Sunday worship services.
- Attend workshops, conferences, or implement self-study to stay informed on new and effective ways to implement Youth Ministry, as well as for personal growth.
- Should the Director of Youth Ministry feel mistreated by any staff, church member, or committee in the congregation, the Director of Youth Ministry may discuss any grievances confidentially within the SPRC.

* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities.

Minimum Position Requirements

- Passion and calling for communicating the love of Christ to students from various backgrounds and beliefs
- Passionately follows Christ and feels a calling from God to serve in scripture-based youth ministry
- Readily available to youth (attendance at extra-curricular events, visitation, and times of crisis, etc.)
- Effectively partners with youth, parents, other church staff, volunteers, and small group leaders
- Excellent communication skills, including writing skills and oral presentation skills, in both small and large group worship environments
- Strong technology skills and experience including ability to effectively disseminate mass electronic communications using various platforms, calendaring, and basic graphic design
- College undergraduate degree and training in youth ministry, or a combination of equivalent experience and training
- Must be willing to submit to and clear criminal background check and driving record background check

Interested or Know Someone Who Is?

- Please direct all inquiries to pastor@springfieldoakschurch.com or call 912-754-6646.