

Position Title: Youth Ministry Director
Reports To: Senior Pastor and SPRC Chairperson
Date: November 29, 2021

Major Functions:

This position is responsible for the planning, coordinating, and implementation of the Junior & Senior High Youth Program and Ministries. This is a part time position.

Youth Ministry Concept

1. Vision Statement: “Relating teens to Jesus Christ in relationship, discipleship, and service.
2. Teach these groups the foundations of Christianity, the doctrines of the United Methodist Church, Biblical principles and values.
3. Assist the members of these groups to be responsible for their walk with Jesus Christ and to be leaders in the church and community.
4. Components of Youth Ministry:
 - a. Program/Teaching—lessons, Bible study.
 - b. Missions/Service—serving others in the church, the community, and beyond.
 - c. Fundraisers—promote awareness, raise funds for activities.
 - d. Activities/Recreation—fun activities, food, fellowship.

Specific Responsibilities are as Follows

1. Faithfully attend Waterloo United Methodist Church, support our ministries, and to be visible in the congregation.
2. Oversee the planning of the various aspects of the Youth Program in cooperation with the Youth Council, assuring all ministries, lessons, missions, fund-raisers, and activities are in agreement with the Waterloo United Methodist Church.
3. Meet two times a month with the Junior & Senior High Youth groups, providing Bible studies and lessons for each meeting. (Weekly if Combined)
4. Communicate to the youth, their parents, and to the entire congregation, as necessary to implement the program and promote youth involvement. Utilize all sources of communication as necessary, including but not limited to verbal, e-mail, telephone, social media, general mailings, flyers, newsletters, and announcements in church services.
5. Pray for the Youth.
6. Submit timely youth news items to the church office for the newsletter.
7. Recruit adult/parent volunteers to help and serve on the Youth Council.
8. Meet regularly with the Youth Council to plan the Youth Program, including the selection of curriculum, mission projects, fundraisers, activities, and special events.
9. Find ways to reach out to the community teens that are not being served by another church or congregation.
10. Keep current and accurate records of the youth: including names, parents, addresses, (postal & e-mail), phone numbers, school, sport, and extracurricular activities, birthdays, and other pertinent information.
11. Keep an accurate record of the ministry financial accounts.
12. Promote the NE District and Indiana Conference youth events and camps.
13. Assist with the annual Graduation Breakfast.

14. Submit an annual budget to the Finance Committee for approval.
15. Attend Administrative Council meetings and report on the Youth Ministry.

Other Considerations:

Teach a Junior or Senior High Sunday school class.
Periodically visit the youth in their respective homes.
Attend teen's school activities.
Conduct follow-up with visitors.
Send birthday, support, or other appropriate greeting cards for encouragement.

Hours of Work:

Eight (8) - Ten (10) hours per week.
Flexible hours as necessary to meet duty requirements.
Meet two times a month with the Junior and Senior High Youth.(Weekly if Combined)
Accommodate time as necessary between meetings for planning purposes.
Accommodate time as necessary for large events and longer trips.
Attend administrative meetings as necessary.

Requirements:

1. Some college or higher education is preferred.
2. Must be a Sophomore or Junior if still attending college.
3. Married couples may be considered as joint leaders.
4. Must provide 30 days' notice of resignation.
5. A person studying for Youth Ministry or other forms of ministry is preferred, but not required.
6. Must display personal integrity in private as well as public life.
7. Must pursue professional excellence. .
8. Must respect people of all races, ages, genders, religions, social status, and abilities.
9. Must recognize and honor proper supervisory/adult-adolescent roles, sexual boundaries, and legal responsibilities.
10. Must adhere to the United Methodist Book of Discipline (2016)