



24 Church Street | Pilesgrove, NJ 08098 | 856-769-4716 | www.sharptown.org

## Director of Youth Ministries

April 2021

### **Purpose**

The Director of Youth Ministry at Sharptown United Methodist Church is a minister to the whole family but is primarily responsible for the program and discipleship strategies of students in seventh to twelfth grades. They will collaborate with the pastoral staff, equip the youth ministry volunteer staff, and partner with parents to:

1. Create and oversee strategic direction and tactical execution of all Youth Ministry initiatives.
2. Develop and implement "inreach" and "outreach" strategies focusing upon students attending Sharptown and the surrounding region.
3. Create and lead an overall strategy and yearly calendar for a comprehensive Youth Ministry program.
4. Develop an inclusive small group network through recruiting, developing and deploying volunteers to serve as leaders.
5. Disciple students through a relational teaching ministry that spiritually prepares students for challenges in life by helping them develop their Christian identity through understanding the gospel and their God-given gifts and talents.
6. Lead with strong written and verbal skills and give compelling presentations to both large and small audiences.
7. Lead in overseeing, coaching, and directing teams.
8. Establish, define, and continually push the direction and vision of Sharptown Youth Ministry.

### **Status**

This Director of Youth Ministry is a full-time, salaried position based on 40 hrs. per week. Regular office hours are required during the week with an expectation of attendance at all major church events, youth activities, and worship services on Sundays. In addition, the Youth Director will engage in the lives of students through a variety of events, activities, and intentional interaction. Sharptown UMC will provide a salary package competitive with similar positions in the area. Paid time off will be provided in accordance with the Sharptown employment policy. A one-week paid leave for ministry related time away is optional (*i.e. summer camp, non youth ministry related mission trip*).

### **Qualifications**

The Director of Youth Ministry requires a committed Christian who is self-motivated and well organized. He/She should have excellent relational skills and a developed ability to communicate Biblical principles to youth in both a group setting and in individual conversation. An academic degree in youth ministry or three years related professional experience is preferred. A preferred candidate must possess a willingness to remain current with developing ministry trends. Continued professional development by attending conferences, seminars, and workshops pertaining to Youth Ministry is necessary. First Aid certification required or can be obtained within the first 90 days of starting this position. Advanced computer skills and mixed media an advantage.

## **Organizational Relationship and Supervision**

The Director of Youth Ministry reports to the Senior Pastor for spiritual and ministry guidance. The Senior Pastor, in cooperation with the Pastor Parish Relations Committee, provides an annual evaluation of performance. In addition to an annual review, a 60-day performance review will take place after hiring. A liaison (point person) from the Pastor Parish Relations Committee will be assigned to the Director of Youth Ministry for the purposes of advocacy and support.

## **Responsibilities**

The Director of Youth Ministry steps on to the pastoral staff at Sharptown Church. He/She will be required to offer directional leadership, communicate, support and invest in the students and families of Sharptown Church.

Duties include, but are not limited to the following tasks:

### **PASTORAL STAFF**

- *Be a vital contributor and team member. Embrace a team approach with the Sharptown staff. Collaborate, serve, and celebrate together. Participate in weekly staff meetings.*
- *Communicate with the support staff and the pastoral staff regarding all calendar events and major issues.*
- *Assist the pastoral staff as necessary in areas pertaining to family ministry, visitation, teaching, preaching, and church functions as needed. Support church ministry areas for the overall good of the families and members of the church.*
- *Represent Sharptown and establish great relationships with parents and families in the church and the community.*
- *Collaborate with the Director of Children's Ministry to complete a seamless transition for students aging into the Youth Ministry program. Be intentional to engage these students.*
- *Work in partnership with the pastoral staff in preparation of annual budget for Youth Ministry.*
- *Manage approved budgeted funds and adhere to the purchasing policies of the church, including credit card usage.*

### **LEAD THE YOUTH MINISTRY TEAM**

- *Be your team's number one cheerleader, fan, coach, and prayer supporter. Disciple and train leaders who will, in turn, disciple and train students.*
- *Serve as the leader, encourager, facilitator, and coordinator of the Youth Ministry Program.*
- *Meet regularly with the youth leadership team for prayer, discipleship, delegation, planning, training, team building and fun.*
- *Provide discipleship resources, training, and tools for the adult leaders to grow themselves and their students.*
- *Recruit new volunteer staff.*
- *Oversee the application, training, and involvement processes of new volunteers.*
- *Delegate authority to develop leaders over specific areas of the youth ministry.*
- *Schedule, select, order and implement curriculum for Youth Group, Sunday School and Small Groups.*
- *Actively and consistently participate in the teaching ministry for Youth Group, Sunday School, and Small Groups.*
- *Plan, execute and attend a comprehensive program calendar of age-appropriate events for the Sharptown Youth Ministry (i.e. retreats, outings, mission trips, camps).*
- *Supervise and care for the design strategy and upkeep of the Sharptown Youth Ministry space, including youth room, snack shack, closet, and resource library.*
- *Follow all policies set forth by Sharptown involving the safety, general health and welfare of each child (i.e. Safe Sanctuaries, volunteer background checks, parent contact information, awareness of individual special needs).*
- *Promote active discipleship and Christian service through age-appropriate hands-on service projects.*

## **DISCIPLE AND MENTOR YOUTH**

- *Invest in students and lead them into a growing, life-changing relationship with Jesus Christ.*
- *Become acquainted with the students and families of Sharptown through interaction, intentional presence at school and community events, and home visitation.*
- *Create an inviting, fun, and welcoming environment for students to attend, connect, and worship.*
- *Prioritize and plan for spiritual growth and discipleship of students.*
- *Construct practical, helpful, relevant biblical messages and give students and leaders practical tools to apply their Christian faith to their daily lives.*
- *Ensure students have access to a loving, caring small-group experience and are connected as a place of belonging, care, fun, and meaningful relationship.*
- *Provide opportunities and fun events for non-churched students to connect to the Sharptown Youth Ministry and Church.*
- *Equip students to serve the Church using their gifts and share their faith with their friends.*
- *Train and empower senior high students to be mentors and leaders.*
- *Integrate students into the larger church*
- *Serve as the "face" of the youth ministry by providing a personal presence during Sunday worship services, major church events, office hours and Sharptown activities.*

## **RESOURCE AND EQUIP PARENTS**

- *Be available for formal and informal consultation, discussion, counsel, and guidance for families.*
- *Create and implement a strategy to partner with parents to strengthen their family and help their student grow in their faith. Invite parents to participate.*
- *Host parental meetings for information and training.*
- *Schedule learning opportunities designed to connect families through engaging content; resource parents by hosting seminars and critical issue forums and lead spiritual discussions with an emphasis toward family centered discipleship.*
- *Take the initiative to consistently communicate with parents using all methods at your disposal relating to the events, teachings, and schedule of the youth ministry program.*

## **CATALYTIC LEADERSHIP IN THE COMMUNITY**

- *Establish a presence within the community by attending both formal and informal events.*
- *Connect with area youth pastors and clergy.*
- *Initiate and execute age-appropriate evangelistic outreach events which target youth.*