

Wesley Memorial Methodist Church

POSITION DESCRIPTION

JOB TITLE: Director of Youth and Young Adult Ministries
REPORTS TO (Title): Associate Pastor
FLSA STATUS: Exempt
UPDATED: April 2025

POSITION SUMMARY:

This position is responsible for **engaging** in authentic relationships with students and their families, **equipping** students and young adults in their faith journey through discipleship training and **empowering** them to spread God's word and make disciples.

All employees of Wesley Memorial will exemplify our church staff *core values*: CARE, COMPETENCY, CHEMISTRY/COLLABORATION and CHARACTER.

CORE VALUES - KEY DUTIES AND RESPONSIBILITIES:

CARE

- Show genuine pastoral care for students, their families and volunteers
- Regularly support student's extracurricular activities and school events
- Seek to reconnect with students who are not currently connected with the student ministry
- Regularly connect with young adults on a weekly basis through one-on-one conversations and regular young adult activities

COMPETENCY

- Oversee and design weekly youth meetings (Wed. PM and Sun. AM) that are relevant and engaging to a young audience.
- Strike the balance of biblical teaching with fun, engaging activities
- Be a self-starter with an entrepreneurial spirit
- Design and create regular outreach youth events that are intended to welcome new students
- Hold regular parent meetings with that exhibit the future calendar with specific details
- Maintains up-to-date rosters and attendance figures for events and programs.
- Ensures compliance with Safe Church policies for all activities.
- Responsible for financial management of assigned programming including the budgeting process, expense management, as well as expense reporting to the designated church financial manager.
- Build and maintain the annual Confirmation class
- Utilize social media, email and texting to regularly promote ministry events
- Maintain a work/life balance through scheduled day(s) off and sabbath.
- Gain new skills and expand your knowledge base through continuing education opportunities

CHEMISTRY/COLLABORATION

- Works cooperatively with clergy, ministry area directors and appropriate lay leaders to ensure that youth and young adult ministry opportunities support and strengthen the congregational purpose, strategic pathways and goals.
- Recruit and train a growing group of youth & young adult ministry volunteers. Provide clear instruction for weekly events and/or curriculum. Maintain regular contact and grow community of volunteers.
- Interweave student ministry throughout the life of the church. Some examples are youth Sundays, providing pathways for youth to serve in children or music ministry, cross-generational events, or youth service days.

- Work closely with the director of children's ministry to ensure seamless grade transition(s) and collaboration for family events.

CHARACTER

- Demonstrated commitment to the Christian faith and serving God through the faith formation of students and young adults.
- Be in alignment with the orthodox, evangelical doctrine of the traditional Methodist Church.
- Attend Sunday worship weekly unless on youth retreats, vacation or scheduled time away
- Allocate church financial resources responsibly and with integrity in a manner that helps fulfill the overall mission of Wesley Memorial. Utilize financial resources wisely and within the parameters of the ministry budget(s)

Other

- The Director will be the primary staff liaison to the Student Ministries Team.
- The Director will attend meetings of the Council of Ministries, weekly Staff and other meetings as assigned.
- The Director will hold monthly youth ministry advisory team meetings.
- Other duties may be assigned by the Senior Pastor and/or the Operations Manager.

EDUCATION, EXPERIENCE AND SKILL REQUIREMENTS:

- Bachelors degree or equivalent in Education/Christian Ministry or related field. Masters preferred.
- Minimum 2 years of significant, successful experience in developing Student Ministry programs in medium or large congregations.
- Working knowledge of theory and techniques required to manage and maintain a vital student and young adult ministry in a large congregation.
- Demonstrated experience recruiting, developing and leading volunteers.
- Demonstrated experience with basic financial management of programming and events.

QUALITIES:

Initiative
Confidentiality
Continues to learn and grow
Conflict management
Flexibility
Interpersonal Skills
Leadership
Safety and Security
Teamwork

SUPERVISORY RESPONSIBILITIES:

Direct supervision of ministerial interns and student ministry assistant.

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, the employee is regularly required to sit and talk or hear. The employee is frequently required to stand; walk; use hands to dial, handle, write; reach with hands and arms and stoop or kneel. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Will occasionally lift items weighing up to 40 pounds.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The incumbent in this position will spend time in a normal office environment but also be involved in physical activities with students and young adults that might be indoors, outdoors, in varying temperature settings and occasionally on uneven surfaces.

BY SIGNING THIS DOCUMENT:

I am confirming my understanding of the expectations of the Director of Youth and Young Adult Ministries at Wesley Memorial Methodist Church.

Signature

Date

Print Name