**Ministry Description: Director of Discipleship and Youth Ministries**

***Ministry Area:*** Discipleship

***Position Purpose***: The Director of Discipleship and Youth Ministries has a passion for Christ and encouraging all people, especially youth, to grow in their relationship with God. Through his/her enthusiastic and energetic love for God, this position guides youth, assists Sunday school leaders with curriculum selection, and equips leaders of small groups to deliver content that will guide all persons in the church with this growth.

**“*Do your best to present yourself to God as one approved, a worker who does not need to be ashamed and who correctly handles the word of truth.” 2 Timothy 2:15, NIV***

***Ministry Responsibilities and Duties***:

* Children’s ministries
	+ Working with volunteers, ensure that quality children’s ministry programs are developed and delivered for preschoolers through elementary aged children
	+ Provide guidance on curricula selection (this may include selection and/or approval)
	+ Programs for children, which this person has oversight responsibilities, may include, but are not limited to: Vacation Bible School, Sunday school, other educational opportunities, service/mission activities, evangelistic events, and social gatherings, both on- and off-site
	+ Recruit and oversee adult volunteers to help carry out children’s ministry objectives
	+ Ensure, in cooperation with the office staff, that all volunteers and paid staff (not including day care staff) having conduct with persons under the age 18 have met all requirements of clearances and training as required by the church, conference, and denominational Safe Sanctuaries policies and federal, state, and/or local laws according to the policy or law that is most restrictive and protective of children in place at that time
	+ Research and recommend mission trips, other special ministry/growth opportunities, and summer camp experiences appropriate for the church’s children and families with young children
* Youth ministries
	+ Be primarily responsible for the coordination and delivery of all junior and senior high ministry programs
	+ Select and deliver all weekly Sunday school curricula
	+ Programs for youth, which this person has primary responsibilities for, may include, but are not limited to: educational, service/mission, evangelistic, and social programs, both on- and off-site
	+ Coordinate and ensure a quality weekly or bi-weekly Revolve meeting as fits with the schedules of the youth (e.g. during the summer months, this may be weekly; however, in the school year this may be bi-weekly) on a Sunday night or other night that fits the schedule of the youth and families
	+ Recruit and oversee adult volunteers to assist in youth ministry objectives
	+ Ensure, in cooperation with the office staff, that all volunteers and paid staff (not including day care staff) having conduct with persons under the age 18 have met all requirements of clearances and training as required by the church, conference, and denominational Safe Sanctuaries policies and federal, state, and/or local laws according to the policy or law that is most restrictive and protective of children in place at that time
	+ Research and recommend mission trips, other special ministry/growth opportunities, and summer camp experiences appropriate for the church’s children and families with young children
* Develop relationships with the children and youth of the church, and their parents or guardians
	+ Attend youth events and be available to meet with small groups of kids for the purpose of building relationships both at church and in other settings (*Note: the youth pastor is not allowed to meet one-on-one with any student*)
	+ Schedule regular times when parents are invited to youth events or to parent meetings for the purpose of understanding the youth ministry and getting to know the youth ministry leadership
	+ Responsible for chairing quarterly parent meeting
	+ Initiate relationships with new families, making sure that children and youth are welcomed to be part of the ministry and parents are informed about opportunities
	+ Actively engage other youth groups/pastors in the Lebanon Valley to encourage diversity within the youth
* Adult ministries
	+ Recruit and oversee volunteers to lead Bible studies, small groups, and Sunday school classes
	+ Provide guidance on curricula selection (this may include selection and/or approval)
	+ Programs for adults with which this person may assist on an as-needed basis, might include, but are not limited to: Sunday school, other educational opportunities, service/mission activities, evangelistic events, and social gatherings, both on- and off-site
* Actively participate in the life of the church and its members:
	+ Attend worship services weekly, assisting in leading as requested by the senior pastor
	+ Build and maintain relationships with adult peers for the purpose of personal edification, professional networking, and accountability
	+ Assist on an as-needed basis with scouting and daycare ministries
* Manage office relationships and administrative responsibilities:
* Attend meetings as requested by Senior Pastor
* Manage the budget for discipleship ministries within approved church guidelines
* Maintain healthy working relationships with all other church staff and volunteers

***Job Skills and Requirements*:**

* A Bachelor’s Degree in a ministry field (youth ministry preferred) or previous experience is preferred
* Must be a baptized and committed Christian who is an active member of a church (hiring preference may be given to those who are members of Kochenderfer Church first or another United Methodist Church congregation second)
* Ability to interpret and communicate Biblical truths from the understanding of the United Methodist Church and it’s teachings
* Ability to relate to and motivate junior and senior high aged youth
* Ability to recruit and manage multiple volunteers to accomplish ministry goals
* Ability to communicate ministry goals with parents and receive input from them as to needs of youth
* Flexibility to meet multiple ministry demands
* Ability to manage administrative tasks associated with youth ministry
* Willingness to work within established church guidelines, safe sanctuary and other church policies
* In order to comply with Safe Sanctuaries rule of an age difference of five years between the leader and the oldest youth, this person must be age 23 or older at the time of hire

***Training and Resources*:**

* Network with others in similar positions
* Attend seminars related to working with youth
* Read books and periodicals related to enhancing skills for this ministry
* The church will compensate for any training necessary on new software and may compensate for approved continuing education

**Reporting:**

The Director of Youth Ministries reports to the Senior Pastor

**Hours and Compensation:**

* The Director of Discipleship and Youth Ministries is a part time position working an average of 15 hours per week
* Compensation is dependent on qualifications and experience

***Benefits to the Worker***:

Satisfaction of working with the congregation and leading them in their walk with God

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