



Collierville United Methodist Church

Vision: Reaching out to transform lives by extending God's love to all.

Job Description

Director of Youth Ministries

Classification: Non-Exempt

Report to: Associate Pastor

Date Edited: 4-19-2023

SUMMARY

The person in this position should be a committed Christian Disciple. Under direct supervision, this position provides guidance for programming and ministry activities that meet the spiritual needs and help the middle school, high school, and college students of Collierville UMC grow in their discipleship of Jesus Christ. All Youth Ministry efforts will be developed and guided by our vision, "Reaching out to transform lives by extending God's love to all," and consistent with the core values of CUMC.

ESSENTIAL FUNCTIONS

Director of Youth Ministries

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1. Provide overall direction for all youth ministries of CUMC.
2. Develop relationships with youth and their parents/caregivers to nurture their faith development.
3. Recruit, equip, and empower youth ministry volunteers and staff for effective enactment of church programs.
4. Coordinate all weekly youth ministry activities (e.g., Sunday School and the Gathering) and special events (e.g., Confirmation, Discovery Weekend, Rummage Sale, summer trips).
5. Select and approve curriculum used for Sunday School, The Gathering (Wednesday p.m.), and other programming that is age-appropriate and aligns with the doctrinal standards of the United Methodist Church.
6. Coordinate ways for CUMC to stay directly connected to our college students, to gather during holidays, breaks & the summer.
7. Maintain rosters for Sunday School classes and all other structure youth ministry programming and maintains up to date data base for each grade 6th – 12th.
8. Keeps the social media accounts current and the church website youth ministry page up to date with all immediate youth ministry information by communicating weekly with the Communications department.
9. Works with the Communications department to publicize youth ministry events and produce flyers, posters and other youth ministry information for parents and other members of the congregation.
10. Organize and direct special events or special programs in the youth ministry, as well as, family events when student families are involved.
11. Serve as Staff Ministry Partner to the Rummage Team and other assigned task teams and committees.
12. Oversee the finances of the youth ministry, including preparing budget requests.
13. Ascertain compliance of the youth ministry with the Safe Sanctuaries Policy.
14. Serve and assist with occasional specialized ministry projects, as assigned.
15. Other duties as assigned by immediate supervisor or Senior Pastor

Mission: To Know Christ and to Make Him Known



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COMPETENCIES

1. Positive Christian Role Model
2. Excellent Interpersonal Skills
3. Ethical Conduct
4. Personal Effectiveness/Credibility
5. Communication Proficiency
6. Collaboration Skills
7. Conflict management
8. Flexibility
9. Confidentiality

Work Environment

This position operates in a professional church office environment and age appropriate ministry environments. The range of work requires adaptability and may require routine use of standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Position Type and Expected Hours of Work

This is a part-time (20 hour) position or may be combined with children to become full-time depending on the gifts and skills of the applicants and needs of the church.

This position includes working during programming hours on Sundays and Wednesdays with evening meetings, weekend retreats and events, weeklong trips, as needed.

REQUIRED EDUCATION AND EXPERIENCE

Bachelor degree & 5-10 years of experience in a similar or related field.

SUPERVISORY RESPONSIBILITY

This position as part-time has no supervisory responsibility. As a part-time position, may have supervisory responsibility, as needed.

SIGNATURES

This job description has been approved by the following necessary levels:

Direct Supervisor _____ Date _____

Staff Parish Relations _____ Date _____

Employee Signature below constitutes employee’s understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

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