

# KFUMC Youth Education Ministry - Program Director

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## POSITION DESCRIPTION:

Youth Education Ministry – Program Director (aka, Youth Director)

STATUS: Full-time, Salaried, Exempt.

HOURS: 40 hours per week (Full-time) – flexible days and hours

BENEFITS: Per KFUMC Employee Policy Manual (sick leave, paid vacation, retirement annuity, vision and health care)

## General Purpose of Position:

Foster young disciples for Christ by developing and implementing a comprehensive approach to youth ministry, with emphasis on the areas of worship, discipleship, mission, outreach, and team building, while serving with enthusiasm as a spiritual leader and role model.

## Organizational Relationship and Supervision:

The Youth Education Ministry – Program Director (aka, Youth Director) reports to the Senior Pastor, Staff Parish Ministry Team (SPMT), and Education Committee for spiritual and ministry guidance. The Youth Director is ultimately responsible for and subject to United Methodist polity and doctrine, as formed by local church policy, the Charge Conference, the Senior Pastor, and the SPMT. The Youth Director's performance shall be monitored and evaluated throughout the year by the Senior Pastor, in conjunction with the SPMT. A formal Performance Evaluation Appraisal shall be performed by the Senior Pastor annually.

## Primary Focus:

Provide a comprehensive approach to the development and implementation of the youth ministry at all levels in the connectional system of the United Methodist Church and in all ministry areas of the local church. This approach is based on the understanding that an effective youth leader must be able to demonstrate the following:

1. Love youth and accept them where they are spiritually
2. Encourage youth to develop their faith and relationship with God
3. Provide youth with opportunities for nurturing and growth in a practical and spiritual way
4. Challenge youth to respond to God's calling by service locally and in the world

## Responsibilities:

1. Be an advocate for youth and educate the congregation about the hopes, concerns and needs of youth in the local church and community.
2. Help plan, develop, and implement all aspects of a balanced youth ministry in the areas of group building, worship, discipleship, mission, and outreach. Work with the Youth Praise Team for instrumental and vocal support of worship. Teach youth Sunday School, and similar youth group after school or evening classes.
3. Support and help guide the work of the Education Committee (or equivalent body) in the process of developing and evaluating the goals of the youth ministry by participating monthly planning updates and annual planning sessions.
4. Mentor youth in developing their leadership skills.
5. Be aware of resources for developing youth ministry programming and participate in applicable continuing education events and training opportunities.
6. Recruit and train volunteers who will work with youth in all aspects of ministry, ensure adequate volunteer support and adequate adult to youth ratios.

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### Responsibilities (continued):

7. Be a liaison between the church and other community organizations, people, and resources that relate to youth ministries.
8. Coordinate and teach Confirmation classes in partnership with the Senior Pastor.
9. Keep records of youth participation, manage the youth ministry budget, and organize youth fund-raising activities
10. Communicate in a timely manner and as effectively as possible using all available resources (email, social media, website, bulletin, newsletter, bulletin board, etc.). Ensure open communication with church staff and leadership, parents, and the congregation as a whole.
11. Support church youth and interact with youth in a variety of ways outside of church activities (i.e. lunch at school, attendance at extracurricular activities, social visitations, and times of crisis, etc.)
12. Maintain a positive and productive teamwork mentality in all interactions with church staff and adult volunteers.
13. Attend Sunday worship services.
14. Attend the following regularly scheduled meetings: Staff Meetings, Program meetings, and Education Committee meetings.
15. Ensure that the Safe Church Policy is observed in all youth ministry settings.
16. Participate, quarterly, in leading Sunday morning worship services.

### Qualifications and Aptitudes:

1. Must embrace Christian discipline and United Methodist doctrine and theology and must be a baptized Christian.
2. Education and experience. Minimum education: High School diploma and two years of college with AA degree, or equivalent education and work experience is required. Higher Education: A Bachelor's degree in a related field is desired. Prior experience with Youth Ministry in a United Methodist Church context is highly desired.
3. Must possess the vision to plan, develop, and implement a youth ministry program within the parameters of the United Methodist Church (United Methodist Youth – UMY).
4. Must demonstrate the ability to successfully coordinate, and manage the youth ministry program.
5. Must have excellent written and verbal communication skills and computer skills.
6. Must possess the ability to work effectively with youth, diverse individuals, and teams of volunteers, and constructively handle conflict situations.
7. Must pass a background check.
8. Must have a valid Washington State driver's license.

### SALARY RANGE :

Salary range negotiable (\$35,000 to \$40,000) depending on qualifications and experience.

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### APPLICATION PROCESS

Completed Application Packet should include:

- Completed application: Kennewickfirst.com
- Resume
- Letter of interest addressing evidence of how you meet the listed qualifications
- Three current letters of reference related to your relevant work history

PLEASE SUBMIT COMPLETED APPLICATION PACKET ELECTRONICALLY TO:

[kfumcapplication@yahoo.com](mailto:kfumcapplication@yahoo.com)

### FOR FURTHER INFORMATION OR QUESTIONS CONTACT:

Kennewick First United Methodist Church

ATTN: PASTOR MARK McMURRAY

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Kennewick, WA 99336

(509) 582-2163