

DIRECTOR OF STUDENT MINISTRIES POSITION DESCRIPTION:

First United Methodist Church
1600 N. Central Avenue
Monett, Missouri 65708

STATUS: Part-time, salaried, paid on the 15th and the 30th of each month

HOURS: Minimum of 5 and Maximum of 10 hours per week at \$21 per hour (the number of hours is largely based on the applicant's availability and will be set as part of the hiring process)

BENEFITS: Two weeks of paid vacation

Primary Purpose of Position:

Develop and implement a comprehensive ministry for ages 11-18 (including incorporation into the wider congregation, worship, discipleship, and outreach) while serving as a spiritual leader/role model. This position should not be student-centered but rather family-centered, as families are the main spiritual reinforcement. *Note: This description uses the term "student(s)" in place of the term "youth."*

Organizational Relationship and Supervision:

The Director reports to the Senior Pastor, in cooperation with the church's Governing Board, which provides an annual evaluation of the Director's performance.

Student Ministry Responsibilities:

1. **Sunday Worship:** Lead in Sunday services as asked by the Senior Pastor and oversee all aspects Sunday worship on these three days: Confirmation Ceremony Sunday (including reception), Graduate Recognition Sunday (including reception), and Student-Led Sunday
2. **Weekly Programming:** The Director should plan the agenda, set the curriculum, and see that there is adequate Safe-Gatherings adult volunteer support to work alongside the Director in leading/facilitating weekly student programs including the Wednesday night "Fuego" dinner/games/topical teaching program and the Sunday morning "Flame" Bible study /confirmation class program
3. **Volunteer Recruiting, Orienting, and Scheduling:** Any student ministry class or program should always have a minimum of 2 non-related, non-cohabiting adults present, with at least 1 adult for every 5 minors present. One of the adults can be the Director, and at least one of the adults should be Safe-Gatherings certified.
4. **Attendance:** Track weekly program and special event attendance and report totals to the church office weekly. Follow up with the parents/guardians of absentees (see below)
5. **Behavior:** Follow, and make sure all volunteers know and follow, Safe Gatherings policy regarding discipline. See the Safe Gatherings Policy for detailed protocols
6. **Budget:** Monitor use of the Student Ministry line item as well as any restricted-use accounts for student ministry purposes and/or mission trips. Submit all receipts to the church office.
7. **Ordering Supplies:** Notify the office of any needed supplies or snacks in advance so they can be ordered or picked up with church tax-exempt accounts
8. **Newcomer Welcome** Timely follow-up (by phone call or postcard) with newcomer households that include students is a high priority.
9. **Absentee Care** Timely follow-up (by phone call or post-card) with the parents/guardians of students who have been absent for three weeks (with reason unknown) is a high priority and necessitates keeping good attendance records for weekly student ministry programs (see above).

10. **Hardship Care** Timely follow-up (and assistance if needed) with families who have experienced an illness, death, divorce/separation, or setback is a high priority. Tell the Pastor if it's a big issue.
11. **Publicity and Communications:** Let the office know (office@fumcmonett.org) of any updates in the weekly student program schedule or any special student ministry events to make sure any room use and church vehicle use are calendared. Do a student ministry related post on the church Facebook page at least once every two weeks. Keep www.fumcmonett.org/students up to date as well as any apps or group text used for communication with parents/guardians of all students involved in the student ministry.
12. **Periodic Social/Fun Events:** At least once per quarter, host a fun/social event for students to invite their unchurched friends. Examples include: Laser tag, paintball, late night games, float trip, corn maze, scavenger hunt, etc. Market these events well in advance through church channels and directly to parents/guardians of all students in the program. Provide invite cards or other tools students can use to easily invite their friends. Make certain adequate Safe Gatherings adult volunteers are enlisted to help with each event.
13. **Confirmation:** Interface with the Senior Pastor to provide a series of confirmation classes for students once per year, including marketing to potential confirmands/their families and recruiting/orienting a same-gender adult mentor for each student who wants to participate
14. **Generosity:** Engage students in regular opportunities for them give financially to a ministry the group chooses (e.g. missionary partner, sponsor a child, Mobility Worldwide, etc.)
15. **Annual Events during the Summer:**
 - 1) Select and organize a short-term summer mission trip for middle and high school students OR a summer camp experience (such as CIY) for middle and high school students. Whether it's a mission trip or a camp experience, the Director should oversee (and enlist parent and student volunteers help to carry out) at least 3 opportunities for those participating in these special events to raise funds needed to attend from the church and the wider community
 - 2) Assist the Children's Ministry director with recruiting teens to serve as helpers for Vacation Bible School. The Director can also help with Vacation Bible School, but this is not a requirement
15. **As time allows:** The Director should visit Monett Middle School and Monett High School campuses at lunch to talk with students and their friends on "their turf." Attending concerts, tournaments, games, etc. to support students and their families is also encouraged, but it is understood that doing so should not infringe upon the Director's personal and family time

Outcomes by the End of Year 1 of the Director in this Position:

1. Average weekly attendance at the Wednesday night "Fuego" student gathering (including adult volunteers) should be 10% or more of average Sunday morning total in-person worship attendance
2. Average weekly attendance at the "Flame" Sunday student class (including adult volunteers) should be 8 or more people (some students do not attend because they are volunteering with A/V, praise team, or children's ministry during this timeframe)
3. On average, at least 2 first-time-visitor students each month (on a Sunday, Wednesday, or special event), at least one of whom returns and begins attending regularly
4. At least 4 students complete the confirmation classes with their mentors
5. At least 16 people (including adult volunteers) go on the missions trip (or to camp)
6. At least 16 students will be engaged in volunteering within church ministries (music, children, welcoming, grounds-keeping, etc.)

To apply for this position: Your resume is your application. Please email your resume to the church office: office@fumcmonett.org. Please call the office with any questions: 417.235.7444