

**ANDOVER UNITED METHODIST CHURCH  
DIRECTOR OF YOUTH MINISTRIES**

**JOB DESCRIPTION**

**JOB TITLE:** Director of Youth Ministries

**REPORTS TO:** The Senior Pastor

**CONFERS WITH:** Staff; Unified Board

**APPROVED BY:** AUMC Unified Board

**JOB SUMMARY**

Plan, facilitate, implement, and lead a well-rounded Youth Ministries Program for Andover United Methodist Church and work as a team member with staff to accomplish the greater mission of the church.

**WORK SCHEDULE**

This is a 40 hour/week, hourly position requiring the Director of Youth Ministries to be present for any staff meetings and otherwise as determined in conjunction with the senior pastor. One scheduled day will be Sunday of each week.

Compensation

\$45,000

**QUALIFICATIONS**

- Prior experience and/or evidence of successful leadership in youth programs
- Strong commitment to the United Methodist Church
- Knowledge of materials, activities and resources commonly used in Youth Ministry Programming.
- Lifestyle and behavior consistent with the United Methodist Book of Discipline
- Excellent oral and written communications
- Willing to be part of a team with staff and develop leadership with laity
- Ability to manage administrative and budgetary tasks related to the position
- Ability to complete tasks assigned and appropriately supervise tasks assigned to others
- Safe Gatherings approved
- Bachelor's Degree preferred, including work in education, Christian ministries and/or child growth and development (an equivalent combination of college education and experience in youth leadership will also be considered)

**PERSONAL QUALITIES**

Strong personal Christian faith commitment; responsible and dynamic leader; inclusive of persons [regardless of age, ethnic or social background, family setting or life situation]; able to relate in a positive manner to persons of all ages; enthusiastic;

confident yet open to new ideas; willing to learn and grow; a sense of humor helps.

#### DUTIES AND RESPONSIBILITIES

- Coordinate all Youth Ministry activities. This is done in cooperation with staff members, volunteers, Unified Board, parents, and other appropriate groups within the church. Delegation and sharing of the leadership role are expected.
- Recruit, train, and work with adults to assist with Youth Ministry activities.
- Develop healthy relationships with the youth and adults.
- Coordinate Confirmation classes in cooperation with the Senior Pastor
- Communicate effectively the goals and activities of the Youth Ministries program to youth, parents, leaders, church members and the community.
- Provide for methods of feedback and review by parents, youth and leaders.
- Coordinate and lead Annual Youth Mission Trips, Retreats, Lock-ins, and supporting fund raising events throughout the year.
- Manage risk and boundary awareness with all volunteers including Safe Gathering Training.
- Promote and participate in AUMC worship and ministries.
- Engage in continuing education opportunities.
- Attend staff meetings.

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