

POSITION DESCRIPTION
DIRECTOR OF YOUTH MINISTRY

Kennewick First United Methodist Church
421 W. Kennewick Avenue † Kennewick, WA 99336
(509)582-2163
www.kennewickfirst.com

POSITION DESCRIPTION: Director of Youth Ministry

STATUS: Full-time, salaried, exempt.

HOURS: 40 hours per week, flexible

BENEFITS: Per adopted Employee Personnel Policy (sick leave, paid vacation, medical, retirement annuity, vision)

General Purpose of Position:

To build young disciples for Christ by developing and implementing a comprehensive approach to youth and ministry (in the areas of group building, worship, discipleship, mission, and outreach) while serving with enthusiasm as a spiritual leader and role model.

Organizational Relationship and Supervision:

The Director of Youth Ministry (Director) reports to the Senior Pastor for spiritual and ministry guidance. The Senior Pastor, in cooperation with the Staffing/Personnel Ministry Team, provides an annual evaluation of the Director's performance. The Director will be responsible and subject to United Methodist governance and doctrine, informed by the local church policy as determined by the Charge Conference, Senior Pastor, and Staffing/Personnel Ministry Team. Attendance at weekly staff meetings and monthly Youth Ministry Team meetings is expected.

Primary Task:

There shall be 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 comprehensive approach is based on the understanding of the primary task of youth and young adult ministry to:

- Love youth and young adults where they are
- Encourage youth and young adults in developing their faith and relationship with God
- Provide them with opportunities for nurture and growth
- Challenge them to respond to God's call to serve their communities and world.

Responsibilities:

1. Be an advocate for youth and young adults 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 and young adult 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 Sunday School and Tuesday night Cornerstone class for youth. Attend Sunday worship service.
3. Support the work of the Youth Ministry Team or equivalent body in an annual process of evaluating the vision and goals of the youth and young adult ministry and directing monthly planning sessions.
4. Mentor youth and young adults in developing their leadership skills.
5. Be aware of resources for developing the youth and young adult ministry programming and participate in continuing education events and training opportunities.

6. Recruit and train volunteers who work with youth and young adults in all aspects of ministry and ensure adequate volunteer support and adult to youth ratios.
7. Be a liaison between the church and other community organizations, people, and resources that relate to youth and young adults and their ministries.
8. Coordinate and teach Confirmation classes in partnership with the pastor(s) and provide leadership for confirmands, mentors, and parents beyond the classroom.
9. Organize fund raising activities.
10. Keep records of youth participation and manage the youth ministry budget.
11. Communicate in a timely manner and as effectively as possible using all available resources (e-mail, social media, website, bulletin, newsletter, bulletin board, etc.). Ensure open communication with church staff and leadership, youth, parents, and the congregation as a whole.
12. Make self and qualified adult volunteers available to youth and young adults in a variety of ways (i.e., lunch at school, attendance at extracurricular activities, visitation, times of crisis, etc.).
13. Work in concert with the gifts and talents of other staff members and maintain a teamwork mentality.
14. Ensure that the Safe Church Policy is observed in all youth ministry settings.

Qualifications and Aptitudes:

1. Must embrace Christian discipline and United Methodist doctrine and theology and be a baptized Christian.
2. Two years of college (AA degree or equivalent experience) is required along with a sense of call to youth ministry. A bachelor's degree in a related field is preferred. Professional certification in Youth Ministry in the United Methodist Church is desired.
3. Must have vision and demonstrated ability to plan, develop, coordinate, manage and implement a youth and young adult ministry within the parameters of the United Methodist Church.
4. Must have excellent written and verbal communication skills, conflict management skills, and computer skills.
5. Must possess a proven ability to work effectively with youth, diverse individuals, and teams of volunteers.
6. Musical aptitude in contemporary Christian music desired.
7. Must have a valid Washington State driver's license.

Salary Range and Application Procedures:

Depending on qualifications and experience salary range of \$34,000 - \$41,000 for full time position.
Position open until filled.

Your application packet should include:

- Completed application
- 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 forward your package to:

Reverend Jerry Poole
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Kennewick, WA 99336
(509)582-2163 ☎ E-mail: office@kennewickfirst.com