

**RIDGE UNITED METHODIST  
CHURCH POSITION DESCRIPTION  
May 2022**

**POSITION TITLE: Director of Youth and Family Ministries**

**REPORTS TO:** Senior Pastor

**SALARIED: X**    **HOURLY:**

**POSITION PURPOSE AND SUMMARY**

The Director of Youth and Family Ministries is a full time position with flexible hours required to meet the responsibilities of this position. Shall attend weekly staff meetings and lead appropriate committee meetings.

Under the direction of the Senior Pastor, the Director of Youth and Family Ministries shall provide leadership, direction and supervision for the outreach, fellowship, and faith formation for children up to and including twelfth grade and their families. Shall follow the employee guidelines as stated in the EMPLOYEE HANDBOOK, CHILD PROTECTIVE GUIDELINES and the policies outlined in the BOOK OF DISCIPLINE.

**PRIMARY DUTIES**

- Lead Christian discipleship of children and youth (infant – 12th grade) cultivating a life of personal and social holiness.
- Recruit, train and empower volunteer leaders.
- Communicate regularly with youth, children and families.
- Promote children, youth and family ministries both within and beyond the church.

**RESPONSIBILITIES**

The following statements are intended to describe the general nature and level of work being performed. This is not an all-inclusive list of responsibilities, duties, and skills required. Perform all other duties as assigned or directed by the Senior Pastor.

- Create intergenerational ministry partnerships within and beyond the church. Ensure that information in the church database and paperwork (background checks, Parent Permission Slips, Driver Forms, etc.) are accurately maintained.
- Coordinate and communicate regularly with other staff and leaders.
- Participate in District and Conference youth/children/family ministries.
- Plan and manage budget for children, youth, and family ministries.

- Partner with parents to become actively and intentionally involved in the Christian formation of their families.
- Lead Youth and Family Ministry Teams
- Coordinate the Sunday night Senior High and Middle School Youth Program.
- Develop, coordinate and oversee annual Mission Trip for Senior High Youth and Mission Week for Middle School Youth.
- Develop appropriate, supportive, and loving Christian relationships with the youth.
- Plan and organize annual Youth Sunday.
- Maintain regular Office Hours.
- Act as an advocate for the youth and their best interests in the church.
- Plan, coordinate and implement Confirmation classes with the Senior Pastor

## **REQUIREMENTS**

- A strong and growing personal commitment to Christ and His teachings, and to the Church's mission of helping families grow in their faith.
- A heart, passion and love for God's children
- Team-oriented and ability to work with a variety of persons
- Organized, creative, and strong communication skills
- Adept in social media and technology
- Must be available for Sunday morning services, and other services as required.
- Familiarity with the United Methodist Church and Wesleyan theological tradition is encouraged, though not required
- Background check required.

## **EDUCATION/EXPERIENCE:**

A college degree and experience working with youth/children ministries is preferred. This staff member will be supported in enhancing their ministry through participation in on-going professional development.