

ST PAUL UMC JOB DESCRIPTION

Ministry Title:	Youth Director
Time Commitment:	Part-time position (10-20 hours per week)
Reports To:	Senior Pastor, Staff Parish Relations Committee (SPRC)
Work Environment:	Primarily on-site, with limited flexibility for remote tasks as approved

The Youth Director supports the spiritual formation and discipleship of Mid-High and High School students at St. Paul UMC. This ministry role provides leadership, mentoring, and program coordination while fostering a safe, inclusive, and engaging environment for youth. The Youth Director is expected to model Christian character, uphold United Methodist values, and collaborate with church staff and volunteers to support the overall mission of the church.

KEY RESPONSIBILITIES

Faith Formation & Teaching

- Prepare and review weekly curriculum for Sunday and midweek activities.
- Teach weekly youth Sunday School using United Methodist-based curriculum or approved by the Senior Pastor.
- Facilitate youth-led Bible study and support youth leadership development on Wednesday or Sunday evenings.
- Periodically lead devotionals during staff meetings or youth gatherings.

Worship Participation & Spiritual Leadership

- Attend the weekly worship service and assist as directed by the Senior Pastor.
- Support and encourage youth participation in weekly worship, fellowship meals, and ministry gatherings.
- Maintain ongoing personal spiritual formation through prayer, devotion, and study.

Program Preparation & Weekly Operations

- Prepare youth ministry spaces, supplies, and lesson materials.
- Coordinate and support *MinistrySafe*–approved adult volunteer sponsors.
- Participate in weekly staff meetings and collaborate on program planning.

Relationship Building & Community Engagement

- Attend St Paul youth students' events in the community (e.g., sports, award ceremonies, liberal arts performances) as able, to build supportive relationships with current and potential new students.
- Engage with youth and families to foster Christian community and belonging.
- Participate in mentoring and development meetings with youth and volunteer leaders.

Special Events, Camps & Trips

- Plan and coordinate four youth activities per year (one activity per quarter) such as:
- Attend at least one summer camp annually with St Paul youth participants and adult sponsors (additional compensation will be provided upon approval of the Senior Pastor or SPRC).
- Plan and coordinate three additional youth activities per year (one in Spring, Fall, and Winter) such as:
 - Youth Fellowship Trip / Mission Trip
 - Christian Music Concerts
 - Fields of Faith
 - Back to School Bash
 - Community Service Project
 - Other church or community events
- Contribute to special youth events, retreats, service projects, and seasonal activities as needed.

Administration & Operations

- Recruit, train, support, and supervise St Paul youth adult sponsors, a Lydia Patterson Intern, and volunteers involved in youth ministries.
- Oversee Youth Ministry supplies, including crafts, curriculum, classroom materials, and snacks.
- Adhere to *MinistrySafe* policies and assist with processing background checks for volunteers as required.
- Participate in staff meetings and collaborate with ministry teams to support church-wide initiatives.
- Continue professional development in youth ministry as part of ongoing growth.

EXPECTATIONS

- Cultivate strong relationships with youth, families, volunteers, and staff while demonstrating professionalism, hospitality, and effective communication.
- Maintain consistent and reliable office hours within the agreed-upon part-time weekly schedule, and submit weekly timesheets on the last workday of each week.
- Uphold strict confidentiality and use discretion when handling sensitive information.
- Attend staff meetings and planning sessions that occur during scheduled work hours or as pre-approved by the Senior Pastor.
- Uphold the *MinistrySafe* policies and best practices at all times, for all participants in ministry.

QUALIFICATIONS

Required Qualifications

- Strong organizational and administrative skills with attention to detail.
- Excellent interpersonal and communication skills; comfortable engaging with diverse individuals.
- Ability to manage multiple tasks, prioritize deadlines, and adapt to changing needs.
- Ability to work independently with limited supervision while collaborating with church staff and volunteers.
- Must pass a standard background check for working with minors and vulnerable populations.
- Commitment to Christian values and alignment with United Methodist doctrine.

Preferred Qualifications

- Coursework in ministry, education, or related fields, OR 2+ years of volunteer/ministry experience.
- Experience working with youth in a church, nonprofit, or educational setting.
- Familiarity with United Methodist-based curriculum and youth ministry resources.

ST PAUL UMC JOB DESCRIPTION

Acknowledgment of Receipt
(Please read, complete, and return this page to the Office Administrator.)

I acknowledge that I have received and reviewed the St. Paul United Methodist Church Job Description and Employee Handbook. I understand that it is my responsibility to read, familiarize myself with, and follow the policies, procedures, and expectations outlined in these documents.

I understand that employment with St. Paul United Methodist Church is at-will, which means that either the church or I may terminate the employment relationship at any time, with or without cause, and with or without notice, as permitted by law.

I understand that the job description and handbook replace all previously issued versions. The Staff-Parish Relations Committee (SPRC) reserves the right to modify, revise, or rescind policies, procedures, practices, wages, and benefits at any time.

My signature below confirms that I have received these materials and understand the responsibilities and guidelines associated with my role.

Date

Employee Signature

Employee Printed Name