

Clarendon United Methodist Church Youth Director (revised 3/11)

The CUMC Youth Director joins a team of professionals dedicated to spreading God's love by modeling Christian behavior and teaching the Word of God. This is a dynamic position that recognizes the unique opportunity to influence the lives of youth (grades 6-12) as they grow from children into young adults. We seek to help our youth develop and deepen their relationships with Christ and to provide them opportunities to serve God in the church, the community, and the world in meaningful ways.

The position requires direction and enthusiasm to plan, coordinate, and implement an active program that includes Christian fellowship, service, fun, worship, and education of youth. In coordination with other staff and volunteers, the Youth Director will oversee the current program, assess future needs and opportunities, and initiate new programs as appropriate.

The Youth Director reports directly to the church Pastor. The Youth director should develop a base of adult volunteers to assist with program direction and implementation.

Minimum Qualifications:

Bachelor's degree or equivalent experience in Adolescent Education

Two years' experience in working with youth (in a school or church environment)

Responsibilities:

Sunday School

Coordinate and oversee the Youth Sunday School Program by planning the curriculum, ordering materials, recruiting volunteer instructors, training and guiding instructors, providing support and instruction in class as needed.

Expectations:

- 1) The Sunday School program should build on the educational foundation of Sunday worship services and the youth's prior Sunday School classes.
- 2) Classes should be challenging but not onerous. The Youth Director must recognize that youth have many competing priorities and assign homework (or not) accordingly.

Worship

The Youth Director should inspire and encourage the youth to attend Sunday worship services. The Youth Director should work with the CUMC staff to allow sufficient youth participation in worship services.

Expectations: The Youth Director should attend a Sunday worship service in order to set a positive example to the youth.

Youth Group

Design activities for youth that will allow middle school and senior high school students to have fellowship, both separate from each other and together. Activities should create a loving, Christian atmosphere where youth can be themselves, have fun, ask questions, and develop relationships with peers, adults, and Jesus Christ.

Youth meetings may include recreational activities that promote friendship, team building, and self-confidence; topical discussions based on Biblical foundations (may involve guest speakers); service projects; Bible study; meals; prayers; music; and fundraising. Plan and implement holiday activities as appropriate.

Expectations:

- 1) Plan and implement well-organized CUMC youth group meetings. One should occur for Middle school students at least weekly, and one should occur for High School students at least monthly. The two groups can have mixed Youth Group activities as appropriate. However, the Youth Director should recognize that the groups have separate interests and needs and should plan activities accordingly.
- 2) Build a support system of adult volunteers in order that a minimum of two adults are present at every function.
- 3) Attend and encourage the youth to attend District youth activities.

Missions

Promote a sense of Christian mission through regular service projects, as well as a significant mission trip in the summer.

Expectations:

- 1) Plan and implement a quarterly youth service project
- 2) Plan and direct a major summer mission trip
- 3) Identify fundraising activities to help pay for major activities, including youth trips and mission trips.

Communication

Communicate regularly with youth, parents, adult volunteers, the Staff-Parish Relations Committee (SPRC), and CUMC staff to ensure everyone is up-to-date on issues related to the church's youth. Communicate with the finance committee as needed to ensure adequate funding for youth programs. Maintain a roster of youth including contact information and parents' names. Hold periodic meetings with parents to keep them connected with youth issues. Advertise upcoming youth activities through such media as e-mail, telephone, church bulletin church web site, letters and notes, newsletters, flyers, posters, and bulletin boards.

Expectations:

- 1) Communicate through e-mail and other means all youth events with *plenty of notice* (depending on the nature of the event, sufficient notice could range from several days to several months).
- 2) Submit items to the Church bulletin as appropriate.
- 3) Maintain current information on the church web site.
- 4) Issue activity calendars to youth, parents, staff, and the SPRC for planning purposes.
- 5) Attend and participate in Church Council Meetings, Staff Meetings, and other church meetings as appropriate.

Reach out to youth in the congregation who are not already involved in the youth program to invite them to become involved.

This is a part-time position. The Youth Director should work an average of 20 hours per week, but the number of hours actually worked may fluctuate throughout the year. (For example, the Youth Director will work every waking hour during Youth Mission trips, but the rest of the summer may be less busy.) Above all, CUMC expects clear commitment and devotion to this position.