

Director of Youth and Family Ministries
Job Description

Position held by _____

Start Date: _____

General Duties and Responsibilities:

This director reports to the senior pastor and is a part of the ministry staff team. This director ministers primarily to grades 6-12 including involvement of the families of the youth in the life of the congregation and the youth ministry program. This position encompasses administrative oversight, support, and further development of the entire youth ministry of Asbury United Methodist Church, including maintaining and developing a yearly budget. Administrative responsibilities include reporting to the church leadership team, weekly staff meeting, attending professional development events and ordering and organizing any supplies needed. This director will also assist in worship services and encourage youth and family representation.

Primary Responsibilities:

- Be familiar with and adhere to the Safe Sanctuary Policies of Asbury United Methodist Church.
- Utilize curriculum that reflects the United Methodist tradition and doctrine in cooperation with the senior pastor.
- Develop a youth and family council.
- Attend weekly staff meetings, monthly leadership team meetings and other scheduled meetings.
- Maintain regular contact with youth and families via traditional and social media.
- Coordinate youth and family events with partner churches.
- Coordinate confirmation classes with partner churches.
- Work collaboratively with the Director of Adult Spiritual Formation and Membership to lead spiritual formation and fellowship events for youth and families.
- Work collaboratively with the Director of Children and Care Ministries.
- Work collaboratively with the Director of Music Ministries to recruit young people for music ministry.
- Support and assist in worship services as needed and involve youth at all levels of church activities.
- Develop and maintain youth and family ministries budget.
- Recruit, train, schedule and support acolytes and crucifers to assist with worship services.
- Develop and train a strong volunteer base for youth ministries.
- Engage in Christian education in youth and family ministries, including Sunday school.
- Promote Camp Pecometh and associated scholarships.
- Liaison to Boy Scouts troops sponsored by Asbury.
- Liaison to ASP
- Coordinate and participate in Conference Youth Rally annually.
- Coordinate and participate in middle school and high school UMYF.
- Youth outreach (school, sports, and extracurricular activities).
- Other duties as assigned.

Asbury United Methodist Church

Application for Employment

Our policy is to provide equal employment opportunity to all qualified persons without regard to race, creed, color, religious belief, gender, age, national origin, ancestry, physical or mental disability, or veteran status.

Date _____

Last name _____ First name _____ Middle name _____

Street Address _____

City _____ State _____ ZIP _____

Telephone _____ Email _____

Position applied for: **Director of Youth and Family Ministries**

How did you hear of this opening? _____

Desired Gross Wage (salary and benefits) \$ _____

Are you a U.S. citizen or otherwise authorized to work in the U.S. on an unrestricted basis?
(You may be required to provide documentation.) Yes No

Have you ever been convicted of a felony? (This will not necessarily affect your application.)
 Yes No (Must be willing to complete safe sanctuary training and complete a background check.)

If yes, please describe conditions. _____

Education

	School Name and Location	Year	Major	Degree
High School	_____	_____	_____	_____
College	_____	_____	_____	_____
College	_____	_____	_____	_____
Post-College	_____	_____	_____	_____
Other Training	_____	_____	_____	_____

In addition to your work history, are there other skills, qualifications, or experience that we should consider?

Employment and Volunteer History (Start with most recent)

Company Name _____

Address _____ Telephone _____

Date Started _____ Starting Wage _____ Starting Position _____

Date Ended _____ Ending Wage _____ Ending Position _____

Name of Supervisor _____

May we contact? Yes No

Responsibilities _____

Reason for leaving _____

Company Name _____

Address _____ Telephone _____

Date Started _____ Starting Wage _____ Starting Position _____

Date Ended _____ Ending Wage _____ Ending Position _____

Name of Supervisor _____

May we contact? Yes No

Responsibilities _____

Reason for leaving _____

References:

Please include two professional and one personal reference with the application that attest to your commitment to your faith walk, skill level and work ethic.

Please add a document answering the following questions:

1. Please write a personal belief statement.
2. What spiritual disciplines do you practice to help you to grow spiritually?
3. Give an example of how you would approach and follow through with a new project or ministry.
4. You have two great options for a ministry project. Please share the process you would use to make your final decision.

Please attach any additional information you feel would help us get to know you better.

I certify that the facts set forth in this application for employment are true and complete to the best of my knowledge. I understand that if I am employed, false statements on this application shall be considered sufficient cause for dismissal. This church is hereby authorized to make any investigations of my prior educational and employment history.

Signature _____ Date _____