



Building Sustainable Youth Ministries...One Church at a Time

www.ymarchitects.com

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SAMPLE

JOB DESCRIPTION: YOUTH DIRECTOR

The Youth Director oversees a ministry that seeks to help every 6th grade through 12th grade student on the _____ youth directory make steps toward deeper maturity in Christ. The Youth Director reports to the Head of Staff and the _____.

Responsibilities

1. Youth Participation

- Establish a program that engages an average of over ___ of the Junior High and Senior High students weekly in some program of the church.
- Plan and promote all major events and weekly programming in such a way that the targeted number of youth participates.

2. Contact Work

- Know the names of every youth and parent on the rolls.
- Personally e-mail or call at least ___ inactive students (or parents) a week.
- Contact each youth on the youth directory at least quarterly.
- Spend face-to-face time with every student on the youth directory at least once a year.
- Be visible at student events on school campuses at least once per week, and invite volunteer leaders to accompany you at those visits.

3. Volunteer Leader Development

- Recruit all weekly youth ministry volunteers no later than 1 month before they are to begin.
- Insure that all weekly youth ministry volunteers complete an application and training before they become involved.

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- *build the competence, joy, and longevity of professional youth workers, and*
- *construct bridges to the best youth ministry resources available today.*

- Meet personally with each weekly youth ministry volunteer at least once a year, and check in with them at least quarterly.

4. Event Planning

- Complete event notebooks for each major event, and update those notebooks after each that event is complete.

5. Youth Team

- Oversee the work of the Youth Team.
- Develop and distribute control documents in a timely fashion (the Youth Directory, the Youth Ministry Calendar, Calendar requests, Event and Trip registration Forms, Leaders Directory, First-Timer Directory).
- Keep compliance documents up-to-date and distributed to all involved parties (copyright licensing, background checks on volunteers and staff, etc.).
- Youth team shall pursue strategic initiatives.

6. Worship involvement

- Seek out those youth who do not typically attend worship, and invite them to sit with you during the services.

7. Church Staff Coordination

- Communicate with the church staff, particularly the Senior Pastor, in such a way that they are informed and enthusiastically supportive of the priorities and programs of the youth ministry.

8. Visitor Follow Up

- Provide exceptional and personal follow up to all first-time visitors within 24 hours of their visit.

9. Troubleshooting

- Troubleshoot problems in the youth ministry in a way that honors the concerns of those who bring them, and offer timely, creative solutions to problems in the youth ministry.

10. Ministry Needs

- Ensure that the “in-between the cracks” needs of the youth ministry are handled in a professional and timely manner, including
 - Bulletin boards, Photography, Attendance
 - Newsletters, Bulletin and Church School Announcements
 - Forms and Registration

11. Personal Development

a. Personal

- Living by the _____ Youth Leader Covenant
- Living out the values of the _____ Youth Ministry

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- Being supportive and enthusiastic about pursuing the mission and goals of the _____.
 - Taking the equivalent of two days off weekly (at least one full day)
- b. Attending
- Sunday morning worship, regularly visible in both services through out the year
 - Sunday Night Youth Group
 - Church Staff Meeting
 - Regular meeting with head of staff
 - Monthly Nurture Division meetings
- c. Leadership
- Teaching on Sunday mornings as needed
 - Participating in worship
- d. Initiative-Taking
- Teaching or leading Bible studies in such a way that a volunteer is always sharing the responsibility for that part of the ministry
 - Seeking to be informed about any special victories, concerns or challenges, hospitalizations being faced by the youth and his or her family and, as often as reasonable, pass that information on to the youth leaders for personal follow up
 - Attending youth ministry major events enthusiastically, thanking volunteers and helping out with clean up, and enjoyed afterglow with key volunteers and youth staff
 - Being available for youth and their families as needs arise for pastoral care and support
 - Participating in presbytery and synod conferences as often as practical
 - Preparing an annual budget for the youth ministry to be proposed to the Nurture Division
- e. Preparation
- Reading at least one Christian book a year
 - Reading at least one additional youth or college age ministry book / training tapes a year
 - Attending at least one week of continuing education each year (funding provided by _____)

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