

Centreville United Methodist Church
Director of Youth Ministry and Upward Co-Director

Reports to: Associate Pastor

Effective: June 3, 2024

Directly Supervises: Adult volunteers working with youth

Salary Range: \$40-\$45K

Status: FLSA exempt

Job Summary

The Director of Youth Ministry (30 hrs) is responsible for planning, coordinating, and leading all aspects of the youth ministry program for individuals in 7th through 12th grades at Centreville United Methodist Church (CUMC). The principal purpose of this position is to develop Christian discipleship among youth in a comprehensive approach involving worship, mission, relationship building, and outreach, while serving as spiritual leader, mentor, and role model.

The Upward Co-Director (10 hrs) will serve as an administrator for Upward Basketball Ministry and liaison for CUMC. The position works with leaders, coaches, volunteers, and families to offer a sports environment as a way to create opportunities to share the Christian faith.

Essential Functions of Youth Director:

- Plan, organize, and lead the youth program, including regular Youth Group meetings, small-group studies, and special events, to foster spiritual formation and build community through fellowship and service.
- Work with youth and parents to brainstorm ministry events that grow the youth program.
- Work with the Director of Children's Ministries to create a seamless transition between 6th grade children programs and 7th grade youth programs.
- Plan, organize, and co-lead CUMC's annual Confirmation program, together with the Associate Pastor.
- Plan, organize, and provide leadership for youth mission events and trips.
- In accordance with the established guidelines set forth in the CUMC protection policy, recruit, train, and supervise adult volunteers.
- Ensure that youth Sunday School classes and all youth events are staffed appropriately with adult volunteers.
- Create an inclusive and accepting environment where youth are encouraged to grow in their faith and ask questions without fear of judgment.
- Communicate with youth and parents to enhance participation and support.

Essential Functions of Upward Co-Director:

- Support the mission of Upward Basketball "to use the power of sports to share the gospel and promote the discovery of Jesus" in the Centreville community.
- Proactively engage with Upward leaders, coaches, volunteers, and families to encourage ongoing Christian formation through the ministries of CUMC (including CUMC youth ministries and worship engagement).
- Administer preseason registrations (players, coaches, and referees), the ordering of uniforms, and the training and scheduling of the scorekeeping and AV volunteers.
- Schedule Upward activities in conjunction with the CUMC calendar.

- Work with Upward's volunteer leadership team to plan and coordinate seasonal activities, such as beginning and end-of-season celebrations.
- Oversee receipts and disbursements in conjunction with CUMC financial administrator.
- Provide volunteer oversight and connect with families on Saturday game days between January and March.

Other Responsibilities:

- Attend weekly staff meetings.
- Ensure compliance with CUMC's "Safe Sanctuaries" policy protecting children and youth.
- Utilize the CUMC's database system for calendaring, communication, scheduling, and creation of church forms.
- Provide assistance to other ministry areas, particularly during the off season of Upward Basketball.
- Attend continuing education training as agreed upon jointly with the Associate Pastor.

Minimum Qualifications:

- Bachelor's degree preferred
- Experience in working in youth ministry
- Strong verbal and written communication skills
- Excellent interpersonal skills enabling effective interactions with youth, parents, and staff
- Strong organizational skills
- Good driving record
- Able to pass a background check

Physical Requirements:

- Able to move freely in and out of different small-group settings (homes, churches, businesses)
- Able to speak in a public forum

Core Competencies:

- **Mission Ownership:** Demonstrates an understanding and full support of the mission, vision, values, and beliefs of Centreville UMC. Can teach those values to others. Leads his/her leadership team to identify ways to live into the mission and vision of CUMC.
- **Spiritual Maturity:** Strives to follow Christ on a daily basis through the practice of spiritual disciplines (prayer, reading scripture, worship, small group, silence, fasting, journaling, etc). Models and develops humility, teachability, accountability, and servant leadership in all relationships.
- **Biblical Knowledge:** Is able to discuss and interpret biblical truths when applying scripture to life situations. Encourages and designs avenues for youth to engage in ongoing studies of scripture.
- **Interpersonal Skills:** Demonstrates the ability to lead others. Demonstrates the skills of active listening and openly accepts constructive criticism. Productively engages to resolve interpersonal conflicts. Holds others accountable in love. Applies compassion to engage children, youth, and adults positively, with a demeanor of optimism and abundance.

- **Team-Building Skills:** Guides leaders in the process of sharing best practices, identifying and solving common problems. Works with leaders to regularly assess the health of teams and groups. Recognizes dysfunctional team behavior and redirects it into functional behaviors. Creates and communicates vision, direction, and goals for the youth program.
- **Management Skills:** Demonstrates commitment and flexibility in scheduling items related to youth ministry. Understands his/her leadership style and temperament type and adapts leadership behaviors to meet the needs of the situation. Delegates, empowers and holds leaders accountable. Marshals resources (people, funding, material, support) to get things done
- **Time Management:** Is able and willing to focus time on tasks that contribute to organizational goals; uses time effectively and efficiently; values time and respects the time of others; concentrates his/her efforts on the most important priorities; can appropriately balance priorities.

Note: This job description is not intended to be all-inclusive. The employee may perform other related duties as assigned by their supervisor.