

Shores United Methodist Church
724 Shores Blvd.
St. Augustine, FL 32086-7878
904.797-4416
www.shoresumc.org

Youth Leader Job Description

Basic Requirements for this Position Are:

A responsible, mature, outgoing, genuinely caring Christian Person who will model a life of growing discipleship in Christ and **attend worship regularly.**

An Individual who has participated in a Youth Ministries Training Program or has experience providing religious instruction to Youth (children in 6th through 12th grades)

Abilities:

The Youth Director will demonstrate an understanding and experience of salvation, basic understanding of the Scriptures, and **basic United Methodist Theological beliefs.** The individual will be able to relate to and communicate clearly with youth, youth parents, church members, and the Pastor. The Youth Director will have adequate skills to carry out effectively the tasks elaborated under **RESPONSIBILITIES.**

Accountability & Grievances:

The Youth Director will show a willingness to work within the parameters of the Scriptures, *The United Methodist Book of Discipline*, and communicate at least weekly with the pastor (at a time to be mutually determined). The individual be answerable to the Pastor and Church Council. Grievances may be addressed to the Pastor and/or the Staff Parish Relations Committee.

Hours & Basis of Compensation:

A minimum of ten hours work a week will be expected of the Youth Director who will be paid on a salary basis as specifically recommended by the Staff Parish Relations Committee and approved by the Church Council.

RESPONSIBILITIES: (listed in order of priority):

Energizing and Empowering Ministry

- Celebrate and promote the ministry of youth in our church.
- Intentionally and enthusiastically involve the youth in church life. Lead in worship services. Seek input from the Pastor when it may be desirable for the youth to participate in any other church activity or program.
- Communicate clearly his or her expectations to the youth, parents, and volunteers of all planned activities in a timely manner.
- Interact with other Staff members at Shores UMC in staff meetings in intentional ministry sharing. Be part of the Team and reach the community for Christ.
- Secure and train necessary volunteers for the youth ministry at Shores UMC.

Spiritual Development of Youth

- Plan and implement weekly S.W.A.G. (Saved With Amazing Grace) meetings on Wednesdays (6-7:30 p.m.) geared toward the growing discipleship of youth in Christ.
- Establish a spiritual time of Bible Study, prayer, etc. other than Wednesday night for the Youth.
- Collaborate with the Church Business Administrator and Christian Education Committee to order or acquire all necessary material for the implementation of above.
- Plan and implement occasional activities and youth trips including mission/service, spiritual retreats and Christian recreation.

Area and Community Assets and Resources

- Reach out in the community in service and evangelically, and by involving the youth with other churches, Northeast District and Annual Conference of the Florida United Methodist Church activities. Lead in worship services.
- Utilize outside resources such as other Youth Directors, community contacts, and church members who have great life experiences to share and challenge the group and see faith at work in the lives of others.
- Encourage and enable the youth to participate major youth events occurring in northeast Florida.

Administration

- Report to the Pastor all expected occasions when he or she will not be able to be present during the church year.
- Obtain prior approval of the Church Council for all fundraisers.

- Oversee youth fundraising efforts or oversee volunteer leaders in youth fundraising. All funds must be given to the church Treasurer for deposit in the church bank accounts.
- Keep accurate records of receipts of monies designated toward specific youth causes (non-budgeted) and monitor ongoing expenditures from the youth budget.
- Designate a photographer or take photographs during youth events and prepare a short presentation for church the following Sunday.
- Submit or oversee written submissions and reports regarding the activities of the youth to the weekly written announcements in the Sunday worship bulletin (deadline is Wednesday morning), SHORELINES (monthly church newsletter), and the monthly Church Council meetings.
- Collaborate with the church's Youth Camp Representative to publicize youth camp and fundraising for youth camp.
- Submit a Budget proposal to the Finance Committee each fall for the Youth Ministry, funding for the following year.
- Participate in the Child & Youth Protection Training annually.

Year-end evaluation will be based on how well these objectives are met.