

TRINITY UNITED METHODIST CHURCH
TALLAHASSEE, FLORIDA

Director of Youth and Young Adult Ministries

POSITION DESCRIPTION

Position Title:	Director of Youth and Young Adult Ministries
Functional Classification:	Program Staff
Responsible to:	Senior Director of Christian Education
Full-time or Part-time:	Full-Time
Compensation:	\$45,000-\$55,000 annual salary plus full benefits package

Our Mission

Because of God's love for us through Jesus Christ, we exist to worship, grow and serve. Together we seek to realize our mission through our Core Values: Faith, Worship, Love, Service, and Community.

Our Vision

Trinity United Methodist Church will be a diverse Christian community shining as a beacon of God's love and actively engage as the heart, hands, and feet of Christ in the world.

The Youth and Young Adult Ministry of Trinity UMC exists to equip youth and young adults to experience and grow in a real relationship with the Living Christ, cultivate loving relationships with their fellow brothers and sisters, and go out into the world to serve and share that love with others in His Name.

RESPONSIBILITIES:

The primary responsibility of the Director of Youth and Young Adult Ministries shall be to plan and implement a comprehensive Christian ministry which will complement the ongoing ministry of Trinity UMC while building relationships with and providing opportunities for spiritual and social development, and service for youth grades 6-12, (ages 11-18) and young adult ages 19-25.

RELATIONSHIPS:

1. The Director of Youth Ministries is responsible to the Senior Director of Christian Education, who supervises the position. Reporting will also be done to the Church Council and Youth Council.
2. The Director of Youth and Young Adults Ministries will serve as a member of the church staff team. The Director is to attend weekly staff meetings and assist other staff with the needs of youth and young adult age persons and their families, while keeping staff aware of upcoming events and programming within the youth department and young adults.
3. The Director of Youth and Young Adult Ministries will coordinate with lay leadership and monitor and supervise volunteers as necessary to plan and implement the total program of youth activities and services.
4. The Director of Youth and Young Adult Ministries will plan and lead a bi-weekly Bible study. Additionally, the position will plan and coordinate monthly fellowships for young adults.

5. The Director of Youth and Young Adult Ministries will contact via email, visitation, or mail any prospective young adults.

AREAS OF RESPONSIBILITY:

1. Direct Youth Sunday School Program - grades 6-12.
 - A. Plan a comprehensive program and select appropriate curriculum in consultation with the Senior Director of Christian Education.
 - B. Secure, train, and work with adult volunteers to lead youth Sunday School.
 - C. Be present on Sunday morning in youth area/Underground and facilitate programming as needed.
 - D. Coordinate and work with volunteer leaders to implement the Confirmation program: includes but is not limited to communication with leaders and mentors, planning church visits, coordinating the banquet and practice. Work with the pastors to plan Confirmation Sunday.
 - E. Work closely with Director of Children's Ministries to transition students from children's to youth ministries.
2. Direct UMYF Program - Middle School and Senior High - grades 6-12.
 - A. Plan and coordinate schedule and arrangements for UMYF meetings (work with Director of Contemporary Worship to coordinate Youth Praise Band). Secure supervision, Sunday suppers, and transportation as needed.
 - B. Arrive at least 60 minutes before UMYF to check details, set-up program needs, and greet youth and adults involved with the program.
 - C. Plan and coordinate educational, devotional, and/or inspirational programs. Secure, train, and work with volunteers (youth and adult) to lead programs. Provide regular opportunities for Christian growth as individuals and as a community through recreation, fellowship and service activities.
3. Plan and participate with youth in special activities - including but not limited to:
 - A. District and Conference activities, summer Youth Week, Youth mission/work camp experiences (such as Appalachian Service Project), Retreats, fund-raising projects, socials, Youth worship experiences, and Vacation Bible School.
 - B. Recognition of graduating high school students.
 - C. Confirmation preparation in coordination with the Senior Pastor and Associate Pastor
4. Counsel and Advise Youth Leadership Team.
 - A. Regular meetings with Youth Leadership Team to initiate, plan, promote, and coordinate all youth-related church activities. Meet bi-annually with Youth Leadership Team to plan long-range goals, evaluate total youth program, and train officers.
 - B. Promote participation of youth members on the Church Council and at the Annual Church Conference. Organize, facilitate, and hold regular meetings with a Youth Council made up of parents, youth, and other adults who regularly work with youth to review the ongoing youth program and planning.
5. Young Adult Ministry

- A. Lead a Bible Study for young adults twice a month.
 - B. Plan and publicize fellowship events for young adults.
 - C. Using data, evaluate meeting cadence and areas for growth in the young adult ministry.
- 6. Evangelism and Recruitment
 - A. Serve as an ambassador for Trinity's Youth and Young Adult Ministries by building and maintaining relationships with local high schools, colleges, and universities to raise awareness of and recruit participants for church programs.
 - B. Cultivate contacts with school administrators, guidance counselors, campus ministries, and student organizations to identify outreach opportunities and invite students to Trinity's youth and young adult offerings.
 - C. Represent Trinity UMC at relevant school and campus events (such as club fairs, back-to-school nights, and campus ministry gatherings) to promote youth and young adult programs.
 - D. Equip and coordinate with the Youth Leadership Team and young adult participants to carry out peer-to-peer invitation and evangelism efforts reaching students at local schools and campuses.
- 7. Publicize Programs and Events.
 - A. Maintain and update all Trinity Youth social media accounts.
 - B. Write news for the weekly bulletin giving relevant information on upcoming events for both youth and young adults.
 - C. Submit news articles and photos for publication in the Monthly Tidings for both youth and young adults.
 - D. Maintain Youth bulletin boards located in the Underground.
 - E. Produce and e-mail, postcards, newsletters and flyers well in advance of special events and activities for both youth and young adults.
- 8. Keep Track of Active, Inactive and Prospective Youth and Young Adult Members.
 - A. Contact new or visiting youth and young adults.
 - B. Maintain membership rolls of all regularly scheduled activities pertaining to both youth and young adults.
 - C. Notify church office of membership rolls, any changes of address, etc. or additions of new members.
 - D. Visit youth and parents with particular attention to those with special needs and concerns.
 - E. Visit young adults in a community setting.
 - F. Establish and implement methods of contacting inactive youth to build relationships and promote involvement.
- 9. Fiscal Responsibility.
 - A. In consultation with appropriate groups prepare and submit yearly budget for areas of responsibility.
 - B. Monitor/maintain expenditures in these areas, submit check requests and charges to Business Administrator.
 - C. Record, deposit, and disperse all monies collected through the appropriate accounts.
 - D. In consultation with the Senior Director of Christian Education, manage and discuss funds for Young Adult fellowships and curriculum.

10. Coordinate the use of the Underground and other youth facilities with the office personnel in charge of scheduling.
11. Seek continuing education in areas relevant to Youth and Young Adult Ministry.
12. Attend worship services and other church activities where the presence of the Youth and Young Adult Director would be exemplary to youth and beneficial to the youth program.
13. Abide by and implement the Florida United Methodist Child/Youth Protection Policy to ensure the safety of youth at all times.

MINIMUM QUALIFICATIONS

- Must embrace Christian discipline and United Methodist doctrine and theology.
- BA or MA in a field related to Christian Education and at least 3 years of experience, or 10+ years of relevant ministry experience.
- Three years' experience working with youth or young adults