



Middlesex United Methodist Church

118 N. Middlesex Rd. · Carlisle, PA 17013 · 717-249-2449 · www.middlesexumc.com

Alive in Christ in our community so that our community is Alive in Christ.

Director of Youth Ministries Job Description

Time: 8-12 hrs /week (paid)

To Apply: Send resume and cover letter to Rev. Rachel Wong at rwong@susumc.org

General Job Description:

The Director of Youth Ministries is responsible for the facilitation, coordination, and development of ministries for youth (6th-12th Grade) and their families. This staff position creates a faith filled, accepting, and loving environment that fosters Christian formation for our youth on Sundays and beyond. The staff position works directly with other staff and under the supervision of the Lead Pastor. Must have a complete background check and child abuse clearances.

Major Areas of Responsibility:

1. Making more disciples
 - a. Developing the ministries and resources of the congregation so that we may effectively reach youth and their families who do not profess faith and/or are not part of a church.
 - b. Coordinating Christian formation for youth in the church so that they and their families may grow deeper as disciples.
2. Developing Leaders
 - a. Finding, equipping, and supporting persons to be in ministry to youth and their families at Middlesex, and to lead others in ministry.
 - b. Providing for ongoing training, support and appreciation of existing volunteers and leaders in youth ministry.

Specific Duties:

1. Facilitate ongoing programs and life groups including but not limited to:
 - a. Ignite youth group for 6th-12th graders. Responsibilities include: advertising (creating flier/brochures), planning and executing 3 events per month (typically on Sundays from 6-8pm, September - May), planning all activities and leading devotionals, recruiting/organizing adult volunteers, communicating with youth families via e-mail, paper mail, and text messaging.
 - b. Annual Youth Work camp Trip. Responsibilities include: advertising, coordinating, recruiting adult volunteers, and fundraising to send youth to weeklong camp and attend with them planning devotionals and outings.

- c. 1-2 Retreats or Lock-ins a year. Responsibilities include: choosing theme (i.e.: 30 hour famine/New Year's), planning all activities and devotionals, recruiting/organizing adult volunteers, communicating with youth families via e-mail, paper mail, and text messaging.
2. Provide Oversight and coordination of Sunday Morning Ministries:
 - a. Leading Sunday School class (combined Jr/Sr High class) including: teaching, coordinating volunteer teachers, choosing curriculum and materials
 - b. Encourage youth to serve in various capacities in Sunday morning worship
 - c. Encourage participation in special worship services: Christmas Drama, Christmas Eve, Easter
3. Volunteer with Vacation Bible School and encourage/coordinate youth volunteers
4. Assist Lead Pastor with Confirmation classes
5. Provide oversight of Safe Sanctuaries program (for youth volunteers) for the protection of youth.
6. Work with the Community Engagement Director in implementing youth and family related big events. When event is specific to youth, partner with other staff as appropriate.
7. Develop an annual budget for youth ministries to submit to Lead Pastor and purchase needed supplies within approved budget
8. Maintain and organize youth room and storage areas for youth
9. Provide oversight in making all aspects of church culture more assessable to youth through coordination with pastor and other staff
10. Attend monthly staff meetings
11. Attend monthly meetings with Lead Pastor
12. Develop new programs and events that will attract youth
13. Other duties as assigned