



## St. Matthew UMC Youth Leader

### Job Description

#### 1. **Principal Functions**

The Youth Leader (YL) serves the Mission of St. Matthew United Methodist Church by developing and leading in ministry to, with, and by Middle High and Senior High Youth and their families. The position requires establishing relationships with youth as a trustworthy adult in the role of mentor and role model. The main objective is to foster and nurture youth as disciples of Jesus Christ by providing settings and experiences which facilitate non-Confirmed youth to make a first-time commitment to follow Christ, or which reinforce Confirmed youth in their identity as a disciple of Christ.

#### 2. **Nature of Position & Accountability**

This position is Part-Time and salaried. The typical work week should encompass no more than 10 hours. The YL is ultimately accountable to the Staff-Parish Relations Committee (SPRC) but works weekly under the immediate supervision of the Director of Christian Education (DCE) and the Pastor.

#### 3. **Duties & Responsibilities**

1. Plans, in consultation with the Pastor, the DCE, and the Youth Council<sup>(\*)</sup> a goal-driven program of ministry to, with, and by youth, grades 6-12.
2. In consultation with the Pastor and the DCE, is responsible for teaching, or arranging for teachers for the Sunday School classes for youth.
3. In consultation with the Pastor and the DCE, is responsible for leading, or arranging for leadership of regular weekly meetings of United Methodist Youth Fellowship (UMYF), grades 6-12.
4. Communicates about youth ministry in a regular and timely manner to the youth, parents, congregation, and the community, and uses appropriate channels of communication (email, text, Sunday bulletin, website, social media, external media, etc.).
5. Makes primary use of United Methodist curriculum resources (Cokesbury, Discipleship Resources, Upper Room) in all programming, although can utilize other sources of curriculum in consultation with the Pastor and the DCE.

6. In consultation with the Pastor, the DCE, and the Youth Council, plans and leads on- and off-site activities fostering:
  - spiritual growth
  - fellowship and recreation
  - hands-on service

These activities may include Salkehatchie Summer Service mission, District, Conference, Jurisdictional, national and international United Methodist-related, and other programs.
7. Encourages and trains youth in assuming leadership and planning responsibilities in the various program settings.
8. Attends Sunday worship at St. Matthew, and encourages Youth to do likewise.
9. Attends ministry team, Church Leadership Council, and Youth Council\* meetings, and provides reports as requested.
10. Carefully oversees and reports on all expenditures of all budgeted and other Youth Ministry monies.
11. Adheres strictly to St. Matthew UMC Safe Sanctuary policies in all ministry contexts, on and off the church campus.

#### **4. Qualifications & Characteristics Needed**

- ✓ A Christian with a strong, demonstrated commitment to following Jesus Christ, who is able to represent St. Matthew United Methodist Church in a positive way in all aspects of his/her professional and personal life.
- ✓ Bachelor's degree is preferred but not essential.
- ✓ A United Methodist background is preferred but not essential.
- ✓ Able to pass a Safe Sanctuary screening.
- ✓ A current Driver's License.
- ✓ Capacity to work responsibly and collaboratively as a part of a ministry team with church members and elected lay ministry leaders with little supervision and in a timely manner.

#### **5. Mileage**

All ministry related mileage is reimbursable at the standard IRS rate if documented carefully and submitted for reimbursement at least every 60 days.

(\*) Youth Council to be convened by a newly elected Youth Ministry Liaison recruited by the Committee on Nominations & Leadership Development, and will be composed of at least 1 Middle School youth, 1 High School youth, and two other (non-youth parent) adults.

*Version 4, created December 3, 2018*