

Christ United Methodist Church
**Job Description for
Director of Youth Ministry**

GENERAL DUTIES

1. The Director serves The Christ United Methodist Church, 1140 Claremont Ave., Ashland, OH 44805.
2. While working closely and cooperatively with the Pastor, the Director of Youth Ministry is ultimately accountable to the Staff-Parish Relations Committee of Christ United Methodist Church.
3. The Director of Youth Ministry represents both the Pastor and the church during all working hours.

SPECIFIC DUTIES

In Area of Youth Ministry

1. Review and develop the Youth Ministry program of the church.
2. Encourage attendance and spiritual growth.
3. Lead and facilitate youth ministries.
4. Recruit, develop, train, and supervise youth leaders.
5. Create and maintain the youth ministry yearly calendar.
6. Attend Education/Youth Ministry meeting and Coordination Committee meeting.
7. Continue inter-church work (with First UMC) and ecumenical church work (with area churches.)
8. Keep in touch with students who have finished high school.

In all Areas

1. Propose and oversee the budget in Youth Ministry.
2. Oversee the creation and maintenance of appropriate records.
3. Attend staff meetings.
4. Submit material for the newsletter in a timely fashion.
5. Inform the Pastor and other staff as needed of events and programming in your area.
6. Consult with the pastor before accepting any District, Conference, or other responsibilities beyond the local church.
7. Other duties and meetings as assigned by the Pastor.
8. Participate in program evaluation.

EXPECTATIONS

1. The Director of Youth Ministry is expected to carry out all duties with courtesy and friendliness.
2. The Director of Youth Ministry is expected to participate in an annual evaluation process.
3. Confidentiality is to be honored and maintained at all times.

WORKING HOURS

1. The position is a part-time (15 hours), salaried job with the work schedule being defined by the programs and responsibilities of the position.
2. The Director is responsible for keeping his or her own hours as duties and responsibilities require.

COMPENSATION

1. The salary will be paid twice a month, and subject to the annual budget.
2. The Director of Youth Ministry shall receive reimbursement for vouchered travel expenses, professional dues and continuing education as provided for in the annual church budget.
3. The Director of Youth Ministry receives coverage under Workers Compensation benefits.
4. Paid sick-leave is offered according to the attached policy.
5. Paid vacation is offered according to the attached policy.
6. Additional time off without pay may be allowed, if cleared with the Pastor and the Staff-Parish Relations Committee.

Attach Vacation Policy
Attach Sick Leave Policy