

February 2023

Position Title: Director of Youth Ministry

Incumbent:

Reports To: Director of Children's Ministry

Summary of Position: The primary responsibility of the Director of Youth Ministry is to direct, train, and recruit a team of youth leadership and adult volunteers to serve the spiritual needs of young people (grades 6-12) and their families by creating an environment where youth, their families, and their adult leaders can engage in life-long Christian growth and discipleship. The Director of Youth Ministry will plan for and provide for a robust program of Christian Formation for youth and their families.

Duties and Responsibilities

The Director for Youth Ministry is a leader of leaders. He/she is responsible (with the assistance of the Youth Ministry and administrative staff) for overseeing the coordination and implementation of Woods' youth and family ministry including Sunday School, Confirmation, Youth Group, Middle and High School fellowship, youth small groups, mission trips, and conferences.

Essential Requirements: The Director of Youth Ministry will:

- Have knowledge of principles and methods for curriculum and training design
- Have the ability to teach the Bible in an engaging and accurate manner
- Possess exceptional verbal and written communication skills, including fluency in social media platforms and best practices
- Regularly evaluate progress towards established church priorities and goals
- Provide pertinent resources and materials for leader training and youth education that are theologically reformed and developmentally appropriate

This individual will serve as:

Leadership Developer: The Director of Youth Ministry will:

- Compile annual list of potential volunteers that are reviewed by pastoral staff prior to enlisting
- Recruit, train, supervise and evaluate adult advisors and volunteers, as well as youth volunteers, on a yearly basis.
- Teach and equip youth and families on opportunities to participate in worship in the church and community
- Encourage the congregation to participate in the ministry for youth and their families
- Work with the Session, Youth Ministry, WoodsWork Committee and other

subcommittees and groups to provide broad support to a diverse youth ministry program that is integrated into the life of the congregation.

Spiritual Guide: The Director of Youth Ministry will:

- Provide resources and support to the adult leaders, the youth, and their families.
- Create an environment that is welcoming and nurturing for youth and the adult volunteer on Sunday mornings, during youth group, on mission/outreach, for confirmation, and other areas of youth formation.
- Collaborate with other education and formation leaders to provide a seamless programming and formational arc across ages.
- Coordinate with other ministries of the church, Baltimore Presbytery and other PCUSA congregations to provide ministry opportunities for youth and their families

Worship Leader: The Director of Youth Ministry will:

- Participate in worship leadership as requested by the senior pastor
- Teach youth about worship and encourage them to participate fully in it

Director: The Director of Youth Ministry will:

- In concert with the Youth Ministry, evaluate, update and implement Woods' vision for youth and family ministry
- Recruit, train, and develop appropriate adult volunteers to assist with and to participate regularly in youth meetings, activities, and Christian education
- Direct the creation and planning of youth retreats, activities, and events for the year
- Foster a high level of participation by youth and families in the worship, educational life of the church, and in service to the church and larger community

Administrator: The Director of Youth Ministry will:

- Serve as staff resource for the Youth Ministry
- Create and distribute Youth Ministry publications, including written materials, website, texts, e-mails, and all other forms of communication. He/she will be mindful that all external publications are created in collaboration with the programmatic staff
- Work with the Youth Ministry to establish a budget and ensure that it is monitored
- Abide by the Woods Church's Personnel Policies and Handbook
- Maintain strict adherence to Woods' Child Protection Policy, updating the policy as necessary in concert with the Director of Children's Ministry
- Communicate effectively with colleagues on the church staff and in Presbytery, as well as in the community

Ministry Beyond the Local Church: The Director of Youth Ministry will:

- Participate in the ecumenical community and connect with national youth organizations in the PC (USA) and the Presbytery of Baltimore.
- Be aware at all times that he /she is a witness to the nature of Jesus Christ and a representative of Woods Church to the congregation, to visitors, and to the public

General Terms of Employment and Benefits

- General terms of employment and benefits are set forth in the current Employee Handbook
- Salary is established annually by the congregation through the Session and the Human Resources Ministry
- Work Time: This is a salaried, full-time, exempt, position. Overtime is not available. Work week includes Sunday, another weekday off is provided.
- Holidays: receive the following 12 paid holidays as set forth in the Employee Handbook:
 - New Year's Day
 - MLK Jr's Birthday
 - President's Day
 - Easter Monday
 - Memorial Day
 - Juneteenth
 - Independence Day
 - Labor Day
 - Thanksgiving Day and the day after
 - Christmas Day and the day after
- Retirement and Healthcare: available
- Vacation Time: Based on service as specified in the Employee Handbook
- Continuing Education and Discretionary Expenses will be provided.