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## **Director of Youth Ministries | Job Description**

The Director of Youth Ministries leads and manages Reveille's ministries for youth in grades six through 12. The director partners with clergy, other staff, and members to create opportunities for youth to connect and engage with each other, the congregation, and the community, as they grow in discipleship, participate fully in worship, serve their neighbors and God. This ministerial position may be full time or part time.

### **Responsibilities and Duties**

The responsibilities of the Director of Youth Ministries include, but are not limited to:

- Leads, manages, and grows the church's youth ministries, including the weekly Sunday school and youth group programs
- Works with the Youth Council, a team of youth and adult congregation members, to set goals, create budgets, and plan ministry activities
- Works closely with music and children's ministry leadership to create a unified experience for youth, children, and their families
- Develops relationships with youth, parents, and the congregation that model and reveal a relationship with Christ
- Partners with other ministries to fully incorporate youth into the life of the congregation
- Develops youth leaders with a focus on mission and service
- Leads discussions with youth with an emphasis on where God fits into their lives
- Selects and employs age-appropriate and theologically sound curriculum for youth Sunday school, Confirmation, and youth group
- Develops and trains adult volunteers to work with youth
- Provides resources and support for parents and guardians
- Leads youth summer mission trips and other offsite activities; involves youth in Conference youth programs
- Leads and manages the youth confirmation program
- Serves as staff liaison to the scouting ministry
- Prioritizes safety, following the church's Child Protection Policy, ensuring each youth has a current permission form, and that all volunteers are background checked and Safe Sanctuaries trained
- Collaborates with clergy and other staff on worship services, administrative duties, and programs in the life of the church
- May be required to attend additional weekend or evening events/meetings as part of regular duties and responsibilities
- Performs other duties as assigned as needs arise and the church evolves and changes

### **Qualifications and Skills**

- Bachelor's degree from an accredited college or university required
- Demonstrated sound knowledge of scripture and familiarity with United Methodist/Wesleyan theology
- At least two years of experience in youth ministry leadership
- An authentic trust in God and belief that the ministry is their calling

- Behavior that is in alignment with Christian beliefs, practices, and a healthy relationship with God, with regular practice of spiritual disciplines
- Skilled in leading discussions with young people and a demonstrated ability to relate to youth
- Knowledge of how a biblical framework addresses real-life themes and issues of youth; Familiarity with Christian-focused materials written especially for youth
- Demonstrated leadership, administrative, and management skills
- Ability to develop working teams and equip persons for discipleship and ministry, exhibiting love, compassion, and a collegial approach
- Ability to work across generational lines, and recruit, train, and manage volunteers
- Proven history of integrity, authenticity, and dependability, with a work ethic that consistently produces quality results
- Excellent oral and written communication skills
- Ability to manage conflict for healthy resolution
- Ability to maintain confidentiality
- Good time-management skills to maintain a healthy balance between self, family, and work
- Proficient with Microsoft Office (Outlook, Word, PowerPoint, Excel), social media, email marketing, and other web-based tools for communication, research, and management of ministry

### **Accountability**

The Director of Youth Ministries is supervised by the Lead Pastor and subject to the jurisdiction of the Staff Relations and Finance Committee.

### **Physical Demands**

These physical demands are representative of the physical requirements necessary for an employee to successfully perform the essential functions of the job. Reasonable accommodation can be made to enable people with disabilities to perform the described essential functions.

While performing the responsibilities of the job, the employee is required to talk and hear. The employee is often required to sit and use their hands and fingers to handle or feel. The employee is required to stand, walk, reach with arms and hands, climb stairs (the offices of Reville United Methodist Church are located in an historic four-story building without an elevator) or balance, and to stoop, kneel, and lift at least 20 pounds to move equipment and materials. Vision abilities required by this job include close vision for use of computer and ability to read materials related to the position.

### **Conclusion**

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. This job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities, or working conditions associated with the position.