

Edinboro United Methodist Church

113 High Street
Edinboro, PA 16412

Job Description: Director of Youth Ministries

Classification: 15 hours/part-time professional

Responsible to: Edinboro United Methodist Staff Parish Relations Committee,
through the Lead Pastor.

Purpose: To serve the Edinboro United Methodist Church and Edinboro community by working with the lead pastor and church staff to develop Christian disciples, engage youth and their families, and support inter-generational ministries.

Qualifications: The Director of Youth Ministries shall:

- Experience working with youth in ministry or related field.
- Practice a lifestyle that reflects and encourages a close, personal relationship with Jesus Christ, consistent with United Methodist discipline and theology.
- Possess strong personal convictions, yet demonstrate a caring, empathetic demeanor that respects diversity in church visitors, congregants, and community members.
- Demonstrate effective leadership by planning and organizing assigned duties and working effectively without immediate supervision.
- Be physically capable of carrying out required activities.
- Possess or develop excellent skills in relationship development, teaching and training, empathy and support, managing volunteers, and visioning/goal-setting, and commitment to team ministry.

Responsibilities: The responsibilities of the position of Director of Youth Ministries shall include, but not be limited to the following:

A. **Under the guidance of the Lead Pastor:**

1. Oversee the Youth Ministries of the Edinboro United Methodist Church and direct the mission and vision.
2. Encourage and nurture the youth and their families in living the Christian faith and supporting the local church.
3. Explore and implement ways to keep youth and families involved in their faith and life of the local church and community.
4. Recruit and train volunteers to assist and support in the ministry.
5. Be a mentor, companion, resource and positive role model for the youth and their families.
6. Collaborate with the Children's Sunday School to develop joint programs when appropriate.

7. Participate in training relevant to the position as directed by Pastor and/or SPRC.
8. Communicate effectively using all available resources (email, social media, text messages, newsletter, phone, apps such as "Remind", etc.).
9. Regularly update church calendar (through church office) with youth related activities.
10. Develop and manage budgets for Youth Program.
11. Attends and sends reports to the Intentional Faith Formation Committee of the Edinboro United Methodist Church.
12. Ensure that Safe Sanctuary policies and practices are observed in all ministry activities and adhere to confidential policies.

B. Other duties as may be assigned.

Compensation: as established by the SPRC.

- Work hours, salary, benefits (including Paid Time Off), as determined by SPRC and church policy.
 - Job performance will be reviewed after a ninety (90) day period for a newly hired Youth Director. A review committee selected by the SPRC will hold annual performance reviews thereafter.
 - Coordinate vacation or times of personal renewal with Lead Pastor.
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PURPOSE: Edinboro United Methodist Church joins with the Holy Spirit to make disciples of Jesus Christ for the transformation of the world.

MISSION: We are a dynamic community of doubters, dreamers, and disciples on a life long journey of faith and action with Christ.

VISION: By embracing grace, we will engage heads, hands, and hearts in the way of Christ to ignite a profound love of God in all.

Rev: 7/30/2025