

Job Description for Director of Student Ministries Bethesda United Methodist Church



Hours: 25 hours per week, flexible hours
Compensation: Salaried
Reports to: Associate Pastor

Summary: The Director of Student Ministries (DSM) will guide and direct the faith development of the church's middle and high school students by creating a welcoming and safe youth program for their spiritual, emotional, and social development. The DSM will also support recent high school graduates in maintaining connection with the church community.

Main Responsibilities

Plan and lead youth activities:

The DSM will, in coordination with the Youth Ministry Committee, organize, direct, and attend a variety of activities to attract youth to the program and keep them interested. These include activities such as weekly meetings, overnights or lock-ins, retreats, Bible studies, mission trips, and seasonal special events. The goal is a balanced youth program that includes elements of fellowship, service to others, spiritual formation, and fun. The DSM will support Common Ground (the church's youth praise band), and will be involved with the Confirmation process as a teacher and resource person. The DSM will recruit, supervise, and support adult volunteers involved in these activities. The DSM leads regular meetings with the Youth Ministry Committee and attends regular meetings with Grow (Discipleship) Team Leaders.

Communicate effectively about youth activities:

The DSM is responsible for establishing and maintaining communication channels including social media, email, the bulletin, and the church newsletter, to generate interest and keep people aware of upcoming youth activities. The DSM must keep the pastors informed of all youth activities, communicate with other church staff as needed, and coordinate with the Director of Christian Education and the Grow (Discipleship) Ministry Team to ensure coherent ministry to children, youth, and their families. The DSM attends weekly church staff meetings.

Serve as a guide and an example:

The DSM must be a committed faithful Christian whose personal conduct is above reproach, to set a good example for the youth. This individual should be well versed in Christian teachings generally, and United Methodist teachings in particular, and be able to discuss these comfortably with the youth. The DSM must be able to coach and challenge youth as they explore and grow in their faith, and must also exhibit maturity and wisdom to provide structure and guidance for youth as they mature. The DSM must be a regular presence during Sunday activities morning with our church, including regular participation in some aspects of worship, and coordination of Youth Sundays. The DSM serves as a member of the youth Sunday School teaching team.

College and career:

The DSM will keep in touch with the church's youth after they finish high school to help them remain connected to the church in the next phase of their lives, whether that be further education or starting a career.

Skills required:

- Must have excellent oral and written communication skills, computer skills including social media, word processing and database management, and excellent listening skills.
- Have effective administrative and organizational skills necessary to plan programs; prepare and manage the youth program budget; organize fundraisers; and maintain and monitor information related to the youth program such as attendance reports, permission slips, health forms, etc.

Job Qualifications:

The DSM will:

- Preferably hold a bachelor's degree.
- Have experience in youth ministry.
- Be able and willing to affirm United Methodist beliefs and practices including the acceptance of different ways of understanding and living out faith in Jesus Christ, and the Wesleyan reliance on Scripture, tradition (church teaching), reason, and experience.
- Be able to serve as a leader while remaining flexible.
- Work as a team player with the church's staff and volunteers.
- Enjoy hanging out and building relationships with youth and their families.
- Have a valid driver's license and a clean driving record.
- Be able to lift and move up to 25 pounds, and to negotiate stairs.
- Attend and complete Safe Sanctuaries training (promoting awareness of situations that could involve abuse of children or youth) upon hire and annually thereafter.
- Be able to pass a criminal background check.

Bethesda UMC is an Equal Opportunity Employer.