

Director of Youth Ministries JD

## SUNSET CHURCH POSITION DESCRIPTION

**POSITION TITLE:** Director of Youth Ministries

**REPORTS TO:** Associate Pastor

**DATE REVISED:** September 9, 2023

FLSA: Full-time, exempt

### **PHILOSOPHY**

Sunset Church is a community of people, connected to each other and committed to loving our world through faith in Jesus Christ, who are experiencing the life-changing power of that faith, who are expressing Christ's love through serving, and who are actively reproducing these values through mentoring and investing in others. The Director of Youth Ministries must be committed to Jesus Christ and the work Christ is doing at Sunset Church and be in agreement with these values. The person in this position is expected to have spiritual integrity as well as loyalty and commitment to the staff and congregation of Sunset Church.

### **POSITION SUMMARY**

The Director of Youth Ministries supports the greater vision of the church by leading ministry aimed at high school and middle school aged students. The position is primarily responsible for the recruitment, training and development of volunteers, the development of programming for large group time, discipleship of students through small groups, and taking students to summer camp opportunities.

### **POSITION RESPONSIBILITIES**

#### **Leadership**

- Initiates the development of and clearly articulates the vision of the High School and Middle School Ministries.
- Collaborates with the Associate Pastor and the Lead Pastor of Teaching and Worship to ensure the integration of the vision of High School and Middle School Ministries with that of the church at large.
- Regularly interacts with the Director of Children and Families and Early Childhood Director in order to create a comprehensive approach to the spiritual development of children and youth at Sunset.
- Regularly utilizes local and/or national networking and resources to keep abreast of current trends and best practices for High School and Middle School Ministries and communicates those to staff and volunteer leadership.
- Oversees the implementation of Sunset's vision as it relates to high school and middle school aged students (ages 12-18).
- Develops a cohesive Youth ministry to retain and transition students from high school into the young adult ministry of the church.

#### **Volunteer Development**

- Responsible for the recruitment, training and development of all volunteers in High School and Middle School Ministries.
- Leads the implementation of High School and Middle School programs primarily through the equipping of volunteer leaders.
- Provides regular encouragement, coaching and feedback to volunteers.
- Creates space to receive regular feedback from volunteers.

- Understands and promotes Sunset's vision of volunteerism as a step in a person's spiritual formation rather than only meeting needs.

### **High School and Middle School Programming**

- Oversees the development of an overall environment that engages students in an exciting and interactive program. This program must serve to reach students for Christ and draw them into a deeper relationship with Jesus and not be aimed at simply entertainment driven programming.
- Leads the development of large group programming that engages students in an age appropriate and exciting environment that fosters their spiritual formation.
- Leads the development of small group programming that promotes both the education of spiritual truth and the creation of meaningful relationships between adult volunteers and students.
- Teaches spiritual truth to groups of students in an engaging, meaningful and practical manner.

### **Parent Support**

- Oversee the volunteer staffing of adequate and appropriate check-in, security, and emergency management procedures in accordance with the policies of Sunset.
- Develop an approach to training parents on how to more effectively spiritually mentor their students, recognizing that most spiritual formation occurs in the home instead of at church.
- Develop ongoing relationships, to the extent possible, with parents of students in the ministry.

### **Strategic Events/Coordination**

- Plan and implement special events aimed at connecting students and families to the church at least quarterly. (currently these include fall kickoff, winter camp, summer camp and summer mission project)
- Contribute to the vision of the church by collaborating on other teams as requested by the Senior Pastor.

### **SCOPE OF POSITION**

Job responsibilities are carried out in a work environment that consists of both new and recurring work situations. The position involves a degree of complexity in that it regularly interacts with students and parents/guardians as well as in a leadership role with both volunteers and paid staff. While the Director of Youth Ministry must be able to operate as both an administrative team leader and a team player, a high degree of independence is also required in performance and decision-making.

### **SUPERVISION EXERCISED**

The Director of Youth Ministry also oversees the recruitment, training and work of as many as 30+ volunteer teachers, small group leaders, worship leaders, security team, greeting/check in team, and tech team.

### **WORK CONTACTS**

The Director of Youth Ministry has frequent internal contacts with volunteers, students and parents/guardians, as well as with other staff members. (the position works directly with a part-time Student Ministry Worship Leader, and the Manager of Junior High Ministry/Youth Ministry Coordinator.) The position has a moderate amount of internal contact with other staff, non-staff ministry leaders and

congregants. Secondary contacts include outside vendors, facility renters and the general public.

### **WORKING CONDITIONS**

The job is normally performed in an office environment and/or on the campus of the church, but travel to local campuses, games and student events is encouraged. The position includes some periods of close computer work. The Director of Youth Ministry may occasionally be required to work in excess of eight hours per day or forty hours per week. Hours of a normal 40 hour work week are flexible and include evening activities. Wednesday nights (approx. 5:00pm through 9:00pm) and Sunday morning hours (approx. 9:30am through 12:00pm) are required. Travel requirements are very minimal and negotiable.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Passion for High School and Middle School Ministry
- Passion for building meaningful relationships with High School and Middle School aged students.
- Passion for equipping Volunteers
- Demonstrated skill as a team builder who models, trains and inspires volunteers to do the work of ministry
- Demonstrated skill in developing and implementing a vision
- Spiritual gifts of leadership, teaching and evangelism
- Strong Organizational skills
- Leadership skills, including ability to motivate and hold employees and volunteers accountable
- Ability to maintain confidentiality
- Ability to effectively communicate with and relate to students and parents

### **EDUCATION AND EXPERIENCE**

Three to five years experience working in a church or ministry environment with demonstrated ability to oversee and motivate both staff and volunteers. Previous High School and/or Middle School Ministry experience is preferred. Strong volunteer management experience may be substituted for church or ministry experience. Some Seminary education is preferred.

### **SPIRITUAL QUALIFICATIONS**

- Diligently seeks a vital and growing personal relationship with the Lord, is a student of the Scriptures and a person of prayer
- Has a demonstrated passion for ministering to students and their parents.
- Seeks accountability with pastoral staff as well as others who will work with him/her to protect and preserve character, integrity and personal walk with God
- Is committed to the Essential Beliefs and Core Values of Sunset Church