Haymarket Church
A United Methodist Faith Community
Job Description

Youth Ministry Director

Position: Part Time, Salaried, Approx. 20 Hours/Week; salaried, exempt position (ministerial exemption)
Reports to: Pastor
Summary:
The Youth Ministry Director works with the Haymarket Church Pastor, staff, and volunteers to:

- Invite, Connect, Equip, and Sustain volunteers as related to the Haymarket Church Youth Ministry
- Create, implement, and manage opportunities for youth to grow in faith

Qualifications:

Must be a passionate, enthusiastic, and authentic follower of Jesus with a commitment to and love of youth (6^{th}-12^{th} grade students). Significant experience in youth ministry leadership is essential. Expected to be enthusiastic, energetic, and have an encouraging personality. In accordance with Haymarket Church's core value of inclusivity, must be willing to welcome all students and families without regard for gender, sexual identity, race, ethnicity, disability status, etc. Strong team leadership, communication and organizational skills are essential. Must possess intermediate computer knowledge, including experience with MS Office Suite and email, and have the ability to learn and adapt to computer programs used in conjunction with the administering of this ministry. This individual must also be able to solve practical problems using a wide range of resources. Haymarket Church is an affirming church, fully welcoming all people – we are Jesus-centered, pro-justice, anti-racist, and LGBTQIA+-affirming – the Youth Ministry Director must be supportive of and comfortable with these commitments, and actively support and affirm LGBTQIA+ youth and parents.

Staff/Lay Relationships and Time Requirements:

The Youth Ministry Director works under the supervision of the Haymarket Church Pastor and also coordinates with other staff. The primary time commitment for this role is planning and leading weekly youth programming. Position requires a Sunday time commitment that includes Sunday morning worship and Sunday evening youth group (about 4-5 hours total). Other weekly hours are expected to include planning (both short and long-term), special programs (Confirmation, summer Bible Studies, etc.), and other time spent with youth/parents/volunteers outside of Sunday programming. Office hours are not required, but staff alignment is critical, so taking time to meet with staff (and coordinate via Slack/email) is required. In addition, this position is responsible for leading the Summer Youth Mission Trip (duration: 1 week) and helping to lead the Summer Upper Elementary "Mini Mission" trip (duration: 2 days; in conjunction with Children's Ministry Director). Must be a team player, be able to effectively work well with a variety of people, and actively promote the mission of Haymarket Church.

Essential Duties and Responsibilities:

- Recruit and equip volunteers to create, implement, and manage opportunities for youth to learn God's story and grow in their understanding of how they can live out

their faith through activities that include, but are not limited to: Sunday youth programming, youth Bible studies, Summer Youth Mission Trip, special events for youth
- Create/Prepare/Select/Acquire curriculum for youth programming and implement that curriculum (either by teaching it or by equipping adult volunteers to teach it)
- Partner with Haymarket Church Pastor to plan and lead Confirmation Class
- Engage, empower, and equip parents and youth leaders to be spiritual leaders who can guide ministry efforts in a team dynamic while also growing in discipleship themselves.
- Along with volunteer youth leaders, will invest in all aspects of spiritual, mental, emotional, social, intellectual and physical well-being of youth and their parents through relational ministry. This may involve hours outside of Sunday work hours supporting students at extracurricular activities and achievements as they are able.
- Partner with Haymarket Church Pastor and Kids' Ministry Director to create and implement plans for cross-generational discipleship/Christian Formation
- Invite, train, coordinate, and support volunteers for all youth ministry areas
- Learn and maintain youth ministry database in the appropriate database software
- Maintain attendance records and communicate data to the appropriate staff on a weekly basis
- Understand and implement the Safe Sanctuary child protection and safety policies in the area of youth ministry
- Coordinate with administrative staff/volunteers to ensure all youth-related administrative tasks are completed