

**Plainfield United Methodist Church**  
15114 S. Illinois Street, Plainfield, IL 60544



### **Position Description – Director of Youth Ministry**

#### **Part time: 20 hours per week**

The Youth Director works under the supervision of the Minister of Faith Formation and in consultation with the Youth Ministry Advisory Panel (YMAP) to promote PUMC's mission and is responsible for ministries of junior and senior high youth. The goal of this position is to equip the youth for a growing relationship with Jesus Christ to serve our church, community, and the world. This position will require flexible hours, including Sunday mornings, weeknights, and some weekends/week for retreats and mission trips.

#### **Responsibilities for Youth Ministries**

Create and deliver appropriate programming consistent with program elements and objectives provided by YMAP.

- Hold annual retreat with adult leaders to map out goals and activities for the coming year.
- Meet with adult leaders at least monthly to coordinate logistics for upcoming activities that month.

Based on the goals and activities developed in these periodic planning meetings:

- Organize and lead weekly events and periodic special events for the junior high and senior high youth groups, based on each group's unique needs:
  - Senior high youth (grades 9-12)
  - Junior high youth (grades 6-8)
- Teach the Confirmation Class for 8th graders.
- Plan and lead mission trip(s).
- Plan and lead two weekend retreats each year:
  - Junior High fall retreat
  - Senior High winter retreat
- Implement the Safe Sanctuary Policy (for child/youth protection) in all youth activities.
- Inspire and promote vision for youth to support PUMC's mission of equipping, cultivating relationships, and serving.
  - Invite, train, and support adult volunteers for youth ministries.
  - Communicate and promote youth activities to the congregation as a whole.
  - Organize budgeting and fundraising functions for support of youth ministries.

While the position is not responsible for Sunday school programs, the Youth ministries should be aligned with the church's overall vision for faith formation.

#### **Core Competencies:**

- **Personal Discipleship:** Demonstrates a commitment to Jesus Christ, modeling a mature Christian Faith.

- **Mission Ownership: Demonstrate understanding** and full support of the mission, vision, and values of the Plainfield United Methodist Church. Leads his/her youth ministry team to identify unique mission and vision which is in line with the mission and vision of PUMC.
- **Interpersonal Skills:** Demonstrate the ability and desire to form strong bonds with both junior-high and senior-high youth; a willingness to accept input and feedback; an ability to work with adults as well as youth. Must welcome people of all ages, races, ethnicities, sexual orientations, gender identities, physical and mental abilities, faith backgrounds, economic situations, and family structures.
- **Readiness to Learn:** Willing to become certified in youth ministry or other recommended continuing education opportunities.
- **Team Building Skills:** Guides adult leaders in the process of best practices, identifying and solving common problems. Works with leaders to regularly assess the health of teams. Recognizes dysfunctional team behavior and redirects it into functional behavior.
- **Management Skills:** Delegates, empowers, and holds leaders accountable. Marshals resources (people, funding, and material support) to get things done.

#### **Expected Outcomes:**

- Youth ministry vision, values, and activities aligned to the Church's vision and values
- A vibrant youth oriented, faith-based community established within the church
- Youth are growing in faith, connection to the congregation, and assuming leadership roles.
- Strong relationship between staff, YMAP, youth council, volunteers, and church council

#### **Required Qualifications:**

- Excellent written and verbal communication skills.
- Experience in recruiting and working with volunteers
- Ability to plan in advance and communicate via multiple communications channels.
- Self-motivated, reliable, and able to take initiative as well as work with teams and staff.
- Bachelor's degree. Preference will be given to candidates who have training and experience in church ministry with youth (Junior and Senior high students). Awareness of the struggles and faith questions of modern youth, and an ability to meet people where they are at in their faith journey as well as a desire to be inclusive to all youth with their various skills, talents, and personalities.
- Confidence and creativity to envision and suggest new ideas, with humbleness to accept the ideas of others.
- Experience with common office software including Microsoft Office Suite.
- Familiarity with social media.

#### **Job Conditions/Physical Requirements:**

- Applicant must be at least 24 years old (as required by our Safe Sanctuaries Policy). Before hiring, applicant must pass a background check, which includes driving records.
- To apply: Email your resume and statement of faith to [pumc@plainfieldumc.com](mailto:pumc@plainfieldumc.com).