

**The United Methodist Church**  
2394 Erringer Road  
Simi Valley, CA 93065  
805-526-6231 simivalleyumc.org

**POSITION: Director of Youth and Young Adult Ministries**

**OPERATING MODEL:**

A part-time ministry position providing leadership, coordination, supervision, and relational care. The position can be combined with the Children and Family Ministries Director to create a full-time ministry position for the right candidate.

**PERSONAL REQUIREMENTS:**

1. Strong Christian commitment
2. High standards in attitude, outlook, and morals with an emphasis on appropriately modeled behavior

**EDUCATIONAL REQUIREMENTS:**

High school diploma (or equivalent)  
Bachelor's Degree preferred with preference given to training and/or a background in Education

**REQUIREMENTS:**

1. Ability to work and engage with and minister to young adults, youth, and adults.
2. Ability to recruit and train adult volunteers to work effectively with youth.
3. Understanding of and commitment to a sound theology of multi-generational discipleship
4. Ability to work with lay volunteer ministry groups, such as the Youth Council, Adult Workers with Youth, and Administrative Council.
5. Collaboration with SVUMC staff
6. Background check, Lifescan fingerprinting, and MinistrySafe Training

**FUNCTIONS AND RESPONSIBILITIES**

**General Church life**

1. Engage in the life of the community (church and local) by cultivating healthy interpersonal relationships for the sake of the mission of the church
2. Participate in the worshipping life of our community through regular attendance and encouraging new ways of engaging youth and young adults.
3. Invest time and energy in a relaunch of youth Sunday School
4. Coordinate, train, and supervise adults working with youth ministries
5. Maintain accurate records and statistics of participation, medical treatment and liability for youth.
6. Calendar youth and young adult events in consultation with the All-Church calendar and where appropriate through Administrative Council.
7. Attend weekly staff meetings and Administrative Council monthly
8. Establish and maintain regular office hours
9. Establish annual goals with the Lead Pastor that reflect your understanding of and participation in the vision and mission of the church
10. Support and recruit leadership for ACT (All Church Theater) if interest exists

### **Youth and Young Adult Ministry specific**

1. Coordinate the Adult Workers with Youth (AWWY) Program for leadership, service, and ministry by calling and leading monthly meetings and providing training and nurture
2. Work with AWWY and youth leadership in planning and coordinating all activities and programs in the church ministering to youth in grades 6-12.
3. Work with AWWY and youth leadership in planning and coordinating service opportunities for youth in grades 6-12.
4. Increase the activity level (visibility, participation, service) of the youth programs and expand the number of youth and adults reached through them
5. Shepherd an annual Youth Sunday where youth plan and lead worship
6. Coordinate with staff and provide leadership for regular Confirmation classes
7. Coordinate youth involvement in study, devotions, social activities, and service with an emphasis on beginning and deepening commitment to Jesus Christ
8. Assist in the planning and carrying out of the Sunday evening youth program (UMYF) and other activities associated with those programs
9. Attend Youth Planning Council (YPC) meeting (quarterly or as needed)
10. Plan and lead weekly gathering for Young Adult and College Age (CAYA) group.
11. Regular communications highlighting the Youth and Young Adult Ministry to both the church at large and participating families

### **INVESTMENT:**

1. This position with salary and benefits is negotiated annually by the Staff-Parish Relations Committee to reflect the gifts, skills, and training of the employee
2. Hours and schedule are moderately flexible and will be agreed upon before hiring
3. Vacation and sick leave as set by the Lay Personnel Policy or in compliance with Conference Rules