

**Monument Hill Church**  
Youth Director Job Description

**Job Title:** Youth Director

**Supervisor:** Pastor of Family and Discipleship

**Status:** Part-Time Position (approx. 15hrs. per week)

**Last Updated:** August 10, 2021

**Summary:** The Youth Director oversees the Youth Ministry of Monument Hill Church, both in its teaching and administration, under the oversight and direction of the elders.

**Qualifications:**

1. **Membership** – Must be an active member in good standing of Monument Hill Church (*Note: the candidate need not be a member prior to filling this role*).
2. **Statement of Faith** – Must adhere to and support the Statement of Faith of Monument Hill Church.
3. **Character** – Must maintain a vibrant and abiding relationship with Jesus Christ through daily personal Bible study, prayer, and service. Must meet the character qualifications of a Christian overseer found in 1 Timothy 3:1-7 and Titus 1:5-9.<sup>1</sup> Must be a male, and, if married, exhibit a Christ-like relationship with his wife as a model to Monument Hill youth.
4. **Gifting and Vision** – Must possess gifting and character suitable to relate to youth, teach and mentor youth, as well as to lead the administration (planning, scheduling, recruiting, etc.) and activities of the Youth Ministry. The Youth Director must communicate well with parents and encourage a spirit of partnership between the Youth Ministry and parents.
5. **Relationships** – Must be able to work well with the elders, staff, and members, particularly volunteers serving the youth.
6. **Experience** – Experience teaching and working with youth is helpful, but not required.

**Essential Duties & Responsibilities:**

1. Provide primary leadership for the Youth Ministry, including the maintenance and implementation of a vision to reach, disciple, and minister to students from 7<sup>th</sup> grade through their graduation.
2. Prepare and teach on a regular basis.
3. Develop ministry-appropriate relationships and train up the next generation of leaders.
4. Enlist, train, and support qualified volunteer leaders within the Youth Ministry, providing feedback as necessary.
5. Secure and distribute all necessary curriculum, supplies, and training materials for the Youth Ministry to the teachers in a timely manner.
6. Uphold MHC's child-worker protection policies (e.g background checks, child-protection training, security).

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<sup>1</sup> The title of Youth Director does not in and of itself constitute an elder position. However, given that the role requires the regular instruction and spiritual leadership of adolescent men and women, MHC recognizes pastoral qualities in this role.

7. Create and maintain safe and welcoming environments for all guests, students, and their families.
8. Work with the Elders to implement timely, intentional, and effective follow-up to new families and students in the Youth Ministry.
9. Plan and manage the Youth Ministry budget in conjunction with the Elders and the Finance Team.
10. Attend staff meetings and co-labor with staff to fulfill the purposes and mission of the church.

**General Expectations:**

1. Be committed to discipling the next generation within our church.
2. Be a teachable, enthusiastic learner; a self-starter needing minimal supervision.
3. Regularly attend all church worship services and special events.
4. Attend all staff meetings, retreats, and conferences as directed.
5. Maintain flexible working hours as determined by the needs of the ministry.
6. Be proficient with current technology and communication tools used at MHC (Shelby, etc.).
7. Be knowledgeable concerning relevant legal and governmental guidelines, regulations, laws and ethical issues.
8. Be aligned with the church's vision, goals, values, and policies.
9. Possess strong oral and written communication skills.
10. Demonstrate the ability to discern needs and respond appropriately, sensitively, and proactively.
11. Represent the Youth Ministry well to staff, our Elder Team, parents, and the church body.

**Annual Review:** General expectations, duties, responsibilities, spiritual and personal qualifications are subject to yearly reviews or on an as needed basis.

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_