

**Director of Youth Ministries Job Description**  
Portland First United Methodist Church (PFUMC)  
4545 Wildcat Drive Portland, Texas 78374

**Status:** Part Time

**Hours:** 25 hours per week

**Compensation:** Salary Range: \$26,000-\$32,500 based upon qualifications

**Principal Function:** The Director of Youth Ministries is responsible for designing and leading ministry to PFUMC youth programming including spiritual formation, mission, and fellowship. This person will build meaningful relationships with youth and their families that foster growth in faith in Jesus Christ.

**An effective and fruitful ministry will:**

- Create a safe and welcoming atmosphere for youth and their families as they explore and grow their relationships with God.
- Create or collaborate on opportunities for spiritual nurture, worship, fellowship, and Christian service.
- Challenge youth to respond to God's call to service in the community and world.

**Responsibilities:**

- Plan, develop, and direct implementation of programming for youth ministry, primarily on Sunday mornings and evenings. Special events throughout the year may require extra hours.
- Educate the congregation regarding the hopes, concerns, and needs of youth.
- Recruit, train, and support program volunteers who work with youth in all aspects of ministry.
- Provide a communications link between youth, parents, and the congregation.
- Mentor youth to help them develop leadership skills and sense of vocational calling.
- Coordinate educational opportunities and curriculum in partnership with the Senior Pastor, centered on the theology of the UMC.
- Coordinate Confirmation classes in partnership with the Senior Pastor.
- Plan and lead opportunities for retreat, fellowship, and Christian service.
- Maintain connections with high school graduates and oversee outreach to these individuals.
- Successfully complete 'Safe Gatherings' training and ensure that the plan is observed in all youth ministry settings.

**Qualifications:**

- Must be at least 25 years old with a valid driver's license and insurance.
- Self-discipline in personal spiritual growth and consistent worship attendance.
- Prefer an Associate Degree or higher level of education.
- Understanding of United Methodist policy, worship, and theology, or the willingness to learn.
- Demonstrated ability to plan, develop, coordinate, manage, and implement a youth ministry.
- Excellent written and verbal communication skills, conflict management skills, and computer skills.
- Proven ability to work effectively with youth, parents, diverse individuals, and teams of volunteers.
- Ability to work flexible hours to accommodate youth ministry activities and events.

**Termination policy:** Immediate termination will occur in cases of intentional verbal, physical, or emotional abuse or neglect of any child, parent, or church member.

**Supervision:**

The Director of Youth Ministries is supervised by the Senior Pastor and is accountable to the Staff-Parish Relations Committee (SPRC). The Director of Youth Ministries is part of the church's ministerial staff and will conduct him/herself as a ministerial professional.

**Application:**

- Submit resume and three professional/education references to [admin@fumcportlandtx.org](mailto:admin@fumcportlandtx.org)
- Satisfactory completion of a background check performed by PFUMC before offer of employment.

Revised July 2024