

Vine Congregational Church
United Church of Christ
Lincoln, Nebraska

JOB DESCRIPTION

Youth Director

Purpose:

The Youth Director functions as a loyal friend, role model, and advisor to the youth of Vine Congregational Church – U.C.C. (Vine) by guiding the youth in areas of study, worship, mission, recreation and participation in the life of the congregation. The Youth Director will assist the youth in taking a major role in choosing the youth ministry's direction and implementing its programs.

Type of Work:

The Youth Director will set goals, as well as plan programs and ministry activities for all church youth in grades 6 through 12. Along with Vine's youth, the Youth Director will plan regular meetings, periodic retreats, fundraising events and mission trips.

Terms of Position:

The Youth Director position is contracted for on a yearly basis with a 30-day notice requirement for termination by either the Youth Director or Trustees. The number of hours worked are anticipated to average 15 hours per week; however, the specific days and times are at the discretion of the employee responsible for the planned activities.

Expectations:

1. Take responsibility for events. Arrive early to insure preparations are completed, and leave after other participants have departed to insure the facility used is orderly and secure.
2. Lead the Senior High Church School class for youth in grades 9 – 12.
3. Inform all youth of upcoming events through appropriate church office support.
4. Advocate and initiate youth involvement in Vine's ministry, mission and service opportunities. Plan youth activities, provide for transportation and secure funding or sponsorships. Encourage Vine's youth to participate in Lincoln Association, Nebraska Conference, and National United Church of Christ youth activities.
5. Arrange periodic Youth/Parent forums for the purpose of identifying interest, gathering information, clarifying communications and developing positive relationships.
6. Provide appropriate programming, as approved by the Board of Christian Education, during the summer months (June – August).
7. Conduct a yearly evaluation opportunity to seek input from youth, parents and church boards, as well as provide a self-evaluation to the Senior Pastor and the Board of Christian Education.
8. Attend and/or report to the Board of Christian Education monthly. Attend staff meetings with the Pastor. Attend worship services regularly.
9. Arrange for an appropriate substitute, as necessary, for previously scheduled meetings. Notify the Pastor in the event of illness, injury, or other absences. Maintain a log of time spent in youth activities for review with the Pastor.
10. Develop a youth budget, with the assistance of the Pastor and the Board of Christian Education, and operate within the limitations of the budget.
11. Prepare quarterly goals and review progress on the goals with the Senior Pastor and the Board of Christian Education.

(Youth Director Job Description, cont.)

Accountability:

The Youth Director reports directly to the Senior Pastor with secondary oversight by the Board of Christian Education.

Skills and Attributes Needed:

The Youth Director must possess the necessary maturity of character and professional skills, including the poise, flexibility, dependability and patience required to work effectively with Junior High, Senior High and college-aged youth.

- Good listener
- Ability to plan and organize
- Compassionate
- Friendly
- Openness
- Honesty
- Enthusiasm
- Understanding and willingness to grow in faith
- Appreciation and respect for youth
- Understanding of the dynamics of meetings

Compensation and Benefits:

Youth expenses (e.g. out-of-town mileage, meals, gifts, etc.) will be reimbursed as approved by the Board of Christian Education. No vacation, sick leave, or holiday pay is provided.

Date revised: June 2, 2010