

ASBURY UNITED METHODIST CHURCH

Job Description

TITLE: Director of Student Ministries

DATE: September 29, 2019

REPORTS TO: Pastor(s)

Salary: \$32,000-\$35,000 plus benefits

PURPOSE: To develop, coordinate, and implement a comprehensive discipleship program to include scope and sequence for children ages 6th grade – college.

PRIMARY DUTIES:

1. Plan lessons and schedule teachers for Sunday School (6th grade-college)
 2. Facilitate Sunday night UMYF program
 3. Facilitate Wednesday Night discipleship groups (6th grade-college)
 4. Develop, coordinate and implement an after school program for youth in cooperation with Directors of Music and Children's Ministries
 5. Assure that special events (i.e., youth retreats, Resurrection, Sr. Sunday, holidays, mission trips) are well organized and coordinated to achieve the purposes that have been established
 6. Develop and implement a comprehensive plan for youth mission involvement
 7. Maintain and keep current contact information in database for youth (6th grade-college)
 8. Communicate illness, death and other needs of the congregation to the Office Manager who will notify the Ministry Team
 9. Cooperate with all members of Ministry Team for building, equipment and transportation usage
 10. Other duties as assigned by the Pastor(s)
- New programs must be approved by the Pastor(s) prior to implementation

SKILLS DESIRED:

1. A personal relationship with Jesus Christ
2. Human relations and leadership skills
3. Knowledge of, and passion for children's ministries
4. Ability to work and communicate with diverse volunteer and parent groups
5. Basic computer skills compatible with church software, including MS Office

CODE OF CONDUCT: The willingness to observe and follow the United Methodist *Book of Discipline* and the Employee Handbook.

EDUCATION DESIRED:

1. Undergraduate degree
2. Local church Youth Ministry experience

CONTINUING EDUCATION DESIRED: Continued annual training in leadership, interpersonal relations, and communication – 30 hours (3 CEU) every two years

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Signed

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