

Position Description for DIRECTOR OF YOUTH MINISTRIES
Suntree United Methodist Church

Last updated: 2/5/2026
Work Hours Per Week: Salaried, exempt
Supervisor: SENIOR PASTOR

Position Overview: The Director of Youth Ministries provides leadership and direction for student ministries, nurturing the spiritual growth of middle school and high school students within the congregation and growing the ministry through community engagement. This position focuses on creating a safe, welcoming, and engaging environment where students come to faith, deepen their relationship with God through Christ, develop Christian community, and live out their faith through spiritual practices and service.

Direct Reports:

- Possible Summer Youth Ministry Intern

Qualifications:

- Bachelor's degree, preferably in education or ministry
- Previous student ministry experience in a growing program
- Articulates a calling and a passion for communicating the Gospel in age-appropriate ways and reaching new students for Christ in healthy ways.
- Knowledgeable of curriculum and strategies that promote spiritual growth in students
- Knowledgeable of current, effective strategies that promote church growth.
- Recruits, manages, and equips teams of lay servants to fulfill the goals of their ministry areas
- Possesses excellent skills in time management, conflict resolution, and communication.
- Committed to our inclusive vision for ministry.

Core Responsibilities:

Grow Ministry:

- Collaborates with the Director of Grow Ministries to align student classes and other programming with our spiritual growth plan for the congregation
- Researches, selects, and leads small group curriculum for student programming that conveys Wesleyan theology
- Plans, publicizes, oversees, and implements all weekly programming during the school year for youth ministries - middle school through high school - including but not limited to:
 - o Sunday Morning Sunday school (6th – 12th grade)
 - o High school Student Leader meeting for mentoring and vision casting. This is usually held once or twice per month on Sunday mornings during the school year following Sunday school
 - o Monday evening high school gathering. (LOFT) At least half of this gathering will focus on spiritual growth.
 - o Wednesday evening middle school gathering.(EDGE) At least half of this gathering will focus on spiritual growth.

- Plans, publicizes, oversees, and implements summer spiritual growth programming for youth ministries. This programming could include:
 - o Fall Beach Retreat for our middle school students shortly after school begins.
 - o Summer gatherings on Wednesday mornings and/or Wednesday evenings for middle and high school students for fun, fellowship, worship, and Bible Study
 - o Promotes Summer Camp at Warren W Willis
- Researches, selects, and leads a yearly confirmation class
- Works with the Director of Children's Ministries to provide a seamless transition from children's ministry to youth ministry

Serve:

- Leads students to be a vital and engaged part of the church's serving ministries
- Plans, publicizes, oversees, and implements summer serve programming for youth ministries. This could include:
 - o Middle School Mission Trip
 - o High School Mission Trip
 - o Brevard Mission Week – local mission projects for middle and high school students, usually with our local mission partners
- Mobilize youth and young adults to serve at major church events, including but not limited to
 - o Vacation Bible School
 - o Art Camp
 - o Annual Cuba Fundraising Dinner

Pastoral Care:

- Works with the congregational care office to provide pastoral care to youth and their families as needed.

Outreach:

- Works with the Communications Team and Connect Team to develop an effective and healthy offsite outreach strategy to reach students and their families.
- Builds a team to coordinate, plan, evaluate, and lead offsite outreach strategies and events
 - o These strategies will comply with our child/youth protection policies

Financial:

- Creates a team to develop, design, and execute an annual fundraising event.
 - o Event could include a 5K Run, breakfast, silent and live auction, and/or dinner.
- Creates and oversees the youth ministry budget. This includes following our financial policies.
- Ensures funds collected and distributed as part of youth programming are recorded and handled according to our financial policies

Worship:

- Leads announcements, prayers, and/or other parts of worship at the first service, usually weekly
- Leads students to be a vital and engaged part of Sunday morning worship
- Coordinates Youth Mission Sunday, Confirmation Sunday, and Graduation Sunday

May be called upon to help lead seasonal services at Christmas or Easter

Other Responsibilities:

- Recruits, trains, supports, and schedules adult and young adult lay servants. This may include:
 - o an “Adult Leaders Kickoff Orientation and Planning Get-Together” to decide the next season’s ministries based on the school calendar
 - o an annual Celebration Dinner for adult and young adult lay servants
- Trains Adult Volunteers and Young Adult Volunteers at least annually on the SUMC Child & Youth Protection Policy. This includes
 - o Conducting volunteer interviews and managing forms for background checks. This must be completed before any lay servant serves regularly or attends/chaperones any trip.
 - o Managing the vetting process so there is enough time for all needed training and background checks to be fully completed/processed at least one week before any trip.
 - o Enforcing the Child & Youth Protection Policy and seeking clarification from SPRC to resolve ambiguities promptly.
- Works with college Wesley Foundation leaders and other campus ministry leaders to provide a seamless transition from youth ministry to college campus ministries, as available
- Creates and executes a communication plan that includes a monthly Youth Ministry Newsletter
- Meets twice a month with the Senior Pastor
- Attends all staff meetings, creative team meetings, communication team meetings, CLC, and Church Council meetings

CORE QUALIFICATIONS FOR ALL STAFF MEMBERS:

All staff members of Suntree United Methodist Church, including appointed clergy, are expected to embody the following qualities to support a healthy, Christ-centered ministry culture:

Commitment to Christian Faith and the Mission of the Church: Exhibits a vibrant and committed faith in Christ with a passion to fulfill the mission and vision of Suntree UMC: to be a church where we love God, love each other, and love our neighbors in extraordinary ways.

Team-Oriented Spirit: Works collaboratively with staff, ministry leaders, and volunteers, fostering an atmosphere of trust, encouragement, and mutual respect.

Emotional and Relational Maturity: Maintains composure under pressure, handles sensitive matters with discretion, and practices healthy communication.

Confidentiality: Due to the nature of our work, all SUMC staff have access to sensitive and personal information regularly. Staff commits to treating this information with the utmost confidence and respect.

Resilient and Solution-Focused: Adapts readily, responding to challenges with grace, persistence, and a focus on constructive outcomes.

Physical Requirements:

- Physical stamina and energy to work in an active, missional congregation.
- Able to lift 20 pounds (or otherwise as needed).
- Work environment is typical of an office (or otherwise as needed).

GENERAL INFORMATION:

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified.

All new staff members will complete a 90-day orientation period.

All staff members must pass a background screening and complete the necessary onboarding paperwork for hiring to be finalized.

All Suntree UMC staff members will abide by the Suntree UMC policies, Florida Conference of the UMC Policies, DCF rules and regulations, and the *Discipline of the United Methodist Church*. These include, but are not limited to:

- Staff Handbook
- Staff Covenant
- Child Youth Protection Policy
- Employee Conduct Policy
- FLUMC Financial Policies
- Document Retention Policies

We are exempt from unemployment compensation tax; therefore, no benefits are available.

Print Name _____

Signed _____

Date _____