

## **First United Methodist Church Burleson - Job Description**

**Job Title:** Director of Youth Ministries  
**Revised:** 06/04/25  
**Reports to:** Senior Pastor  
**Pay Status:** Non-exempt  
**Hours of work:** Approximately 40 hours per week

**Church Mission:** First United Methodist Church Burleson invites all people to live Christ-centered lives, build authentic relationships, and serve the Burleson community.

### **General Purpose:**

Reporting to the Senior Pastor, the Youth Director is responsible for building young disciples for Christ (teens in grades 6-12) by developing and implementing a comprehensive approach to youth ministry in the areas of group building, worship, discipleship, mission, and outreach, while serving as a spiritual leader and model.

This leadership position necessitates a passion for leading others to Christ and a desire to be dedicated to the church's vision and ministry as a whole.

### **Essential Functions:**

- Reach and receive youth into the faith community, including developing strategies to entice those students not currently involved (inside and outside the church) as well as establish visibility in the schools and at student events where allowed and appropriate.
- Create settings where teens can connect with God, such as Sunday School classes, Sunday and/or Wednesday gatherings, missions, Bible studies, small groups, special activities, etc.
- Encourage youth in developing their relationship with God.
- Challenge youth to respond to God's call to serve in communities and the world.
- Recruit and train volunteers to work with youth in all aspects of youth ministry.
- Work with other staff personnel and lay leadership to enhance the overall vision and mission of FUMC-Burleson.
- Ensure the Ministry Safe policy is observed in all youth ministry settings.

### **Other responsibilities:**

Participate in management and staff meetings.

Participate in Church Council meetings, including preparing and delivering a regular Youth Ministry report highlighting youth activities, program plans, and resource/support needs.

Maintain metrics (as agreed with the Senior Pastor) to ensure established goals and expectations are met.

Other duties and responsibilities as assigned by Senior Pastor or assigned associate pastor.

**Minimum Qualifications:**

- Bachelor's degree in related field and/or experience preferred.
- Minimum of one year experience working in a youth-related field.
- Ability to communicate effectively, including strong oral and written skills as well as ability to use electronic social media.
- Good problem-solving and organizational skills.
- Ability to prepare and manage the budget for youth programs.
- Ability to maintain confidences and practice discretion while ensuring that necessary information is expeditiously passed to the Senior Pastor.
- Ability to move freely in and out of small group settings (homes, church, businesses, community at large)
- Good public speaking skills.

**Certificates and Licenses Required:**

Valid Class "C" Texas Drivers' License with a good driving record.

**Core Competencies:**

- **Mission Ownership:** Demonstrates understanding and full support of the mission, vision, values, and beliefs of FUMC-Burleson. Can teach those values to others. Includes ability to add constructive input into evolving mission, vision, values, and belief guiding principles from time to time as new church strategies are developed. Additionally, has an understanding and resolve to adhere to The Book of Discipline of the United Methodist Church.
- **Spiritual Maturity:** Has a personal growth plan based upon the discipleship practiced by the United Methodist Church. Models and develops humility, accountability, and servant leadership in all relationships.
- **Biblical Knowledge:** Ability to discuss and interpret Biblical truth when applying scripture to life situations. Guides others in the exploration and discovery of those truths. Encourages and designs avenues for others to engage in ongoing training/study of scripture.
- **Interpersonal Skills:** Demonstrates the ability to lead others. Demonstrates the skills of active listening and openly accepts constructive criticism. Productively engages and

resolves interpersonal conflict. Holds others accountable in the spirit of love. Engages people positively, with a demeanor of optimism and openness.

**Team Building Skills:** Ability to guide in the process of sharing best practices, identifying and solving problems. Recognizes dysfunctional team behavior and redirects it to functional behavior. Can create and communicate vision, direction, and goals.

**Compliance statement:** Employees are expected to honor and live into the church's mission statement and core values, and covenant agreement. All employees are expected to work with other employees and volunteers assuring an attitude of cooperation and respect. This job description is not an all-inclusive list of duties. Other duties may be assigned as needed.

Employee signature: \_\_\_\_\_  
(copy to be given to employee)

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