

Blackman United Methodist Church  
4380 Manson Pike  
Murfreesboro, TN 37129

**Position:** Director of Youth Ministries

The Director of Youth Ministries is a part-time position whose responsibility will be to cultivate an environment, with parent and volunteer assistance, in which 6<sup>th</sup>- 12<sup>th</sup> graders are nurtured as disciples of Jesus Christ, instructed in United Methodist Church/Wesleyan belief and mission, provides opportunities for service to God and neighbor, and cared for in a safe and loving environment.

**Personal Characteristics:** The Director of Youth Ministries must be a Christian who embraces the doctrine and mission of the United Methodist Church. This person must be highly reliable, able to work effectively with little to no direct supervision, and work well with other members of the church and staff. The ideal candidate will be adventurous, flexible, organized, inclusive, and understand they are joining a family.

**Accountability:** The Director of Youth Ministries is directly accountable to the Staff-Parish Relations Committee (SPRC) and the Pastor. This person will be assigned a SPRC liaison.

**Duties:** The duties of the Director of Youth Ministries include, but are not limited to:

- Connect and build meaningful relationships with youth and their parents while at church and out in our community and/or schools.
- Welcome and help incorporate new youth and families into Blackman UMC.
- Communicate events and activities through the worship bulletin, newsletter, church website, e-mail, social media, and/or other means with the help of our administrative assistant.
- Attend staff meetings, Church Council meetings, and other necessary church meetings as needed.
- Report to the Pastor who is responsible for day-to-day oversight of the staff.
- Adhere to the BUMC Safe Sanctuary Policies and Procedures, must possess a valid U.S. driver's license, and pass an extensive background check.
- Oversee and manage an annual youth ministry budget. Organize and execute any necessary fundraising to support the youth ministry.
- Coordinate and lead (teach or facilitate) all weekly Sunday evening programs for youth throughout the year, assist in providing a formative Sunday School experience, and organize other special programs/events in a way consistent with United Methodist/Wesleyan beliefs (i.e. retreats, an annual mission trip, annual Youth Sunday Worship, etc.).
- Coordinate youth participation in events sponsored by United Methodist conferences or connections (i.e. Warmth-in-Winter, Resurrection, Summer Sizzler, etc.).
- Recruit, train, and motivate volunteers.
- Lead and partner with a youth council and youth parents on a regular basis.

**Physical Requirements:** Physical requirements of this job involve, but are not limited to, sitting, active interaction with children and youth, repeated use of hands, ability to speak and hear.

**Performance Review:** The performance of a new Director of Youth Ministries will be reviewed with the individual at the end of one (1) month and again at the end of three (3) months. Thereafter, performance will be reviewed annually.