

POSITION DESCRIPTION			
Director of Youth and Young Adult Ministries			
Epworth United Methodist Church			
Direct Report to:	Senior Pastor	Effective:	9/22/25
Indirect Report to:	Staff Parish Relations Committee (SPRC)	Revised:	9/22/25
		Status:	Full Time
		FSLA:	Exempt
Shift:	Work Schedule: Monday to Thursday, 9:00 AM – 5:00 PM; Sunday, 8:00 AM – 12:00 PM and 7:00 PM – 8:30 PM (SWAT). Mission and retreat travel required. Flex time provided according to travel and evening hours.		

POSITION SUMMARY:

The Director of Youth and Young Adult Ministries at Epworth United Methodist Church provides leadership and oversight for the ministries that serve youth (grades 6–12) and young adults. Oversees all aspects of ministry programming, including Bible studies, retreats, service projects, mission trips, and special events tailored to the needs and interests of youth and young adults. Rooted in Epworth’s mission of making disciples of Jesus and embodying Christ’s love and grace, this role fosters spiritual growth, authentic relationships, and meaningful engagement through worship, service, learning together, playing together, and sharing together in small groups. This position serves as a vital connector across generations—helping young people discover their sacred worth and live out their faith with purpose.

A significant portion of this role, approximately half of the Director’s responsibilities, is dedicated to outreach and partnership-building. The Director actively engages with schools, other local youth groups, community organizations, other ministries, and collaborative projects to extend the church’s impact beyond its walls. This outward-facing work is essential to cultivating inclusive spaces and fostering relationships.

SECTION I

SPECIFIC DUTIES AND RESPONSIBILITIES:

Spiritual Leadership & Discipleship

- Design and lead Christ-centered programming that nurtures spiritual growth for youth (grades 6–12) and young adults .
- Facilitate small groups, Bible studies, and retreats that encourage learning together, playing together, and sharing together.
- Advocate that all young people are welcome and expected to be vital participants in the congregation.

- Model a life of faith, integrity, and compassion in all interactions with youth, families, and volunteers.
- Develop leaders among the youth at Epworth UMC and collaborate with them to provide creative, relational ways to build authentic Christian community.

Volunteer Recruitment & Development

- Recruit, train and supervise adult volunteers with youth. Implement church policies through all aspects of the youth and young adult ministries.
- Ensure 100% compliance with Epworth's Safe Sanctuary Policies and Procedures, including background checks for all volunteers, to maintain a safe and secure environment for all participants.
- Provide ongoing encouragement, spiritual formation, and leadership development for volunteers.
- Foster a collaborative culture of care, accountability, and shared mission.

Program Planning & Execution

- Lead and cultivate the SWAT Program (Students with a Task). The program is designed to create and hold spaces for youth to have fellowship, discussion, and build community. This includes regular weekly Sunday evening meetings and retreats. Develop, organize, and oversee mission opportunities for youth to participate in hands-on-mission experiences through annual mission trips.
- Plan and coordinate youth Sunday School, in collaboration with other Sunday ministries and other staff. Use the Orange curriculum for lessons.
- In conjunction with youth leaders provide an appropriate curriculum and engage in creative teaching techniques.
- Build a dynamic program of youth ministries that inspires youth to invite their friends to join them. Create a welcoming and inclusive culture that attracts new people.
- Build authentic relationships that engage youth both when they attend Church and in the world.
- Integrate creative elements, music, media, games, and storytelling—to enhance engagement and participation.
- Serve as the staff liaison for the FED Program (Fellowship, Excitement & Discipleship), ensuring effective communication and collaboration between the program and the church staff. Provide support and guidance to program participants and work to enhance the overall impact of the program within the community.
- Engage and maintain strong connections with the current scouting program.

Confirmation Program

- Lead and coordinate the Confirmation program—guiding youth through a formative season of exploring Christian faith, United Methodist tradition, and personal commitment.
- Design and shepherd three to four weekend Confirmation retreats annually, crafting immersive experiences that deepen theological understanding, foster spiritual reflection, and build lasting community among youth preparing to affirm their faith.

- Coordinate and facilitate weekly Confirmation sessions in partnership with the Senior Pastor and families—providing theological grounding, spiritual mentorship, and relational support. Guide youth through a meaningful journey of faith exploration, integrating worship experiences, service opportunities, and intergenerational connection as students prepare to affirm their baptismal vows and embrace church membership.

Relational Ministry & Care

- Build authentic relationships with youth and young adults.
- Connect with parents and caregivers of youth relationally and through systematic avenues of community in worship and multiple communication media, providing resources and encouragement.
- Respond to spiritual, emotional, and developmental needs with sensitivity and grace.
- Nurture and support youth and young adults with activities, such as special events, school activities, and award ceremonies.

Staff Collaboration & Church Integration

- Work closely with the Senior Pastor and church staff to align youth and young adult ministries with Epworth's mission and worship life.
- Participate in worship planning as needed, and congregational events.
- Encourage intergenerational connection and inclusion across church ministries.
- Equip and mentor's adult volunteers, facilitate gatherings and discipleship opportunities, and collaborate with staff to integrate youth and young adult ministries into the broader life of the church.

Outreach & Community Engagement & Social Media Communication

- Engage with schools, other local youth groups, community organizations, other ministries, and collaborative projects. Communicate with organizations, people, and resources in the community that relate the youth ministries and seek to connect the congregation with the community.
- Manage and oversee the ministries' social media presence, creating and curating content that engages and inspires youth and young adults. This includes developing social media strategies, posting regular updates, and interacting with followers to build a vibrant online community.
- Monitor social media trends and analytics to ensure the ministries' online activities align with their goals and mission.
- Communicate with the congregation and the community about youth ministries, through our weekly newsletter and website.
- Identify and pursue opportunities for collaboration with external organizations to create joint programs and initiatives that benefit the youth and young adult community.
- Develop and implement outreach strategies that address the unique needs and interests of youth and young adults. This includes organizing community service projects, hosting workshops and seminars, and creating platforms for youth to voice their opinions and ideas.

- Work closely with parents and guardians to ensure a holistic approach to youth development and engagement.
- Represent the church at community events, forums, and meetings to build visibility and foster a positive public image.
- Establish and nurture connections to help to create a supportive network that enhances the church's mission and outreach efforts.

Administration

- In consultation and collaboration with the Finance Committee, oversee the annual youth and young adult ministries budget and fundraising efforts for regular activities and special retreats and trips.
- Monitor and evaluate ministry effectiveness, using feedback and data to inform strategy.
- Serve as the liturgist for the Contemporary Worship Service on Sundays, leading the congregation in worship and ensuring a meaningful and engaging experience.
- Attend weekly staff meetings and serve as a member of the Administrative Council.

SECTION II

CORE COMPETENCIES:

- **Leadership and management skills:** Ability to lead and manage a team of volunteers, ensuring that the Sunday school program runs smoothly and effectively.
- **Communication skills:** Strong verbal and written communication skills to interact with and build relationships with youth, parents, volunteers, and church staff.
- **Organizational skills:** Ability to plan, organize, and execute Sunday school activities and events.
- **Creativity and innovation:** Ability to create engaging and interactive lessons and activities for youth.
- **Biblical literacy** and the ability to teach Scripture in ways that are engaging, relevant, and transformative.
- **Prayerful discernment** in decision-making, mentoring, and program development.
- **Commitment to Wesleyan theology** and the mission of the United Methodist Church. Strong commitment to the faith and values of the church, and the ability to impart these to youth and young adults.
- **Cultural awareness** and the ability to build inclusive, welcoming spaces for youth and young adults from diverse backgrounds.
- **Conflict resolution and emotional intelligence** in navigating interpersonal dynamics
- **Vision casting and strategic planning** for youth and young adult ministries aligned with church mission
- **Curriculum development** for Bible studies, small groups, and discipleship pathways
- **Time management and prioritization** across multiple ministry areas.
- **Budget stewardship** and resource allocation in alignment with church goals

- **Spiritual maturity:** Shows strong personal depth and spiritual grounding; demonstrates integrity by responding with constancy of purpose; is seen by others as trustworthy and authentic.
- **Integrity and trust:** Is seen as trustworthy by others; practices direct, honest and transparent communication; keeps confidence; responds to situations with consistency and reliability.

PREFERRED QUALIFICATIONS:

- Bachelor's degree in **Youth Ministry, Christian Education, Theology**, or a related field
- Equivalent ministry experience may be considered in lieu of formal education.
- Minimum **2-3 years of experience** in youth and/or young adult ministry, preferably in a church or nonprofit setting.
- Willingness to work evenings, weekends, and holidays as ministry needs require. Overnight travel required for mission and retreat trips.
- Regular participation in worship, staff meetings, and church life.

SECTION III

A successful background check will be required as a condition of employment.

This job description is subject to annual review and revision according to the needs and the ministries of the church. Any changes to this position description must be approved by the Senior Pastor and the Epworth Staff/Parish Relations Committee and formally incorporated into this position description.

Send resume and three professional references to:

Epworth United Methodist Church
Attn: Hiring Manager
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Email: Info@epworth.com