



Redland Baptist Church
6922 Muncaster Mill Rd, Derwood, MD 20855

Position Description Director of Youth Ministry

Principal Function

The Director of Youth Ministry is a paid, called position responsible for providing the leadership for the development and implementation of a comprehensive program of worship, discipleship, outreach, fellowship, and ministry for the students of the church who are in 6th – 12th grade. The work of the Director of Youth Ministry is supervised by the Pastor.

Qualifications

- Bachelor's degree and/or 5 years' experience with middle school and high school-aged youth
- Proven ability to build rapport, demonstrate empathy, and cultivate trust.
- Experience in youth ministry management, teaching, mentoring and providing leadership to various age groups between 6th and 12th grade
- Experience in leading youth come to know, love, and follow Jesus Christ
- Ability and willingness to learn and use church systems and communication methods
- Experience in administration and organization
- Strong communication and interpersonal skills, especially with volunteers, children and families, and a passion for building community
- Ability to recruit, train, and lead volunteers effectively.
- Leadership experience in planning, coordinating, and implementing youth programs or events
- Affirms the Redland Baptist Church Statement of Faith

Lifestyle Expectations

- Is a growing Christian of high moral character
- Active member or willing to become a member of Redland Baptist Church or an active member of a like-minded church
- Spends time in prayer and Bible study on a daily basis
- Is involved in personal discipleship, either small group or one-on-one

Salary & Benefits

- Salary range: \$32,000–\$36,000, commensurate with experience
- Eligible for cost-of-living adjustments (COLA), with total compensation not to exceed \$40,000; thereafter eligible for an annual bonus, subject to budget availability
- \$1,250 for professional development annually, after 180 day probationary period

Anticipated Time Commitment

This position is part time for approximately 20 hours per week. The Director of Youth Ministry maintains flexible work hours as determined by the needs of the ministry.

Sunday 9:00 am – 12:30 pm

Sunday 5:00 pm – 7:30 pm
Tuesday 1:00 pm - 2:30 pm: staff meeting
Wednesday 6:00 pm – 8:30 pm (this is not applicable for interim position)

The remaining time is spent by attending Church Council and Business Meetings, supervision meetings, performing other planning and administrative functions, and overseeing other outreach activities.

Accountable To: Pastor

Meetings

Attends all:

- Youth Ministry Committee
- Bi-Monthly Church Council
- Quarterly Church Business
- Weekly Staff
- Bi-Weekly Supervisor Meetings

Responsibilities

1. Under the Pastor's supervision, plan, promote, implement, and evaluate all aspects of the Youth Ministry program for students aged 12 -18. To include but not limited to the following:
 - A. Youth Grace Groups / Sunday School
 - B. FUEL
 - C. Youth Praise Band
 - D. Other special events in conjunction with volunteer directors responsible for those programs.

Programming and Events

2. In consultation with the Pastor, provide leadership to student programs of the church.
3. Study, evaluate, and recommend student program activities for the church.
4. Develop and conduct special events for the youth, such as camps, retreats, revivals, recreational activities, summer programs, etc.
5. Promote state, associational, and convention activities of the denomination as appropriate.
6. Be knowledgeable about and utilize when appropriate, current student workshops, methods of training, continuing professional development, promotion, and administration. *

Spiritual Leadership

7. Lead and implement Youth Grace Groups / Sunday School, in keeping with the Church's current Grace Group / Sunday School philosophy and goals.
8. Plan and administer Baptist Christian education and spiritual growth for students.
9. Provide training, spiritual leadership, and service opportunities for students and parents/guardians.

10. Develop outreach and witnessing training activities for students and their volunteer workers.

Volunteer Management

11. Verify that all Youth Ministry volunteers and leaders have had background screenings before placing them in Ministry. Maintain a current list of volunteers with names/addresses, and phone numbers. (Essential)
12. Communicate with Youth Ministry volunteers to encourage, equip, and address concerns, answer questions and keep them abreast of happenings affecting their ministry. (Essential)

Communication and Safety

13. Conduct training for adult volunteers of student programs, including periodic orientation to familiarize them with the Redland Baptist Church Child Protection Guidelines and Recommended Procedures. (Essential)
14. Counsel students and their parents/families when appropriate. Refer students/families to pastoral or professional counseling as needed.
15. Provide leadership for awareness of current technology used by students. *
16. Comply with Redland Baptist Church health and safety standards.

Administration

17. Present progress reports to the Church Council and Church at designated meetings. (Essential)
18. Serve on the Church Council and serve as an ex-officio member of the Nominating Committee to advise in the selection of and recruitment of volunteers with students. (Essential)
19. Serve as an ex-officio member of the Stewardship Committee for recommending, promoting, and securing budgetary items for the student work of the church. (Essential)
20. Coordinate Student Ministry with the Children's Ministry and other special interest groups.
21. In coordination with the Church Administrator, advise the church student volunteers in the use of program materials, equipment, supplies, and space.
22. Foster relationships with schools and other community organizations and activities that impact students. *
23. Establish and achieve long-term goals for Youth Ministry that are congruent with the goals of RBCs ministry to its families. *
24. Perform other duties and responsibilities as assigned by the Pastor. *

* Denotes responsibilities to be performed as time permits. These responsibilities are not required, and therefore should not be considered when evaluating an employee's performance.