

## Job Description: Director of Youth Ministry

[Church Name] · Approved by SPRC [date] · Reviewed [date]

**Reports to:** the pastor **Works with:** [children's ministry / parents' team / youth council] **Classification:** [full-time / part-time] · [exempt / non-exempt — see above] **Hours:** [ ] per week, with published expectations for trips and retreats **Compensation:** [rate], reviewed annually with the budget

### Purpose

To lead the congregation's ministry with youth — discipleship, belonging, and service — in partnership with parents and volunteers, so that young people are known by name and formed in faith.

### Core responsibilities — FULL TIME (30–40 hrs)

**Ministry with youth** - Plan and lead weekly gatherings: [Sunday evening / Wednesday / small groups]. - Teach or coordinate teaching; select curriculum in consultation with the pastor. - Be present in youth's lives outside programming — games, concerts, hospital visits — within the church's safeguarding rules. - Plan and lead [ ] retreats, [ ] mission trip(s), and summer programming annually.

**Volunteers** - Recruit, screen, train, and support adult volunteers. **This is the core of the job, not an adjunct to it** — a youth ministry run by one paid person ends when that person leaves. - Maintain the volunteer roster and ensure every volunteer's screening is current.

**Parents and congregation** - Communicate regularly with parents: calendar, permissions, expectations. - Report to the church council or appropriate committee on a stated cycle. - Connect youth into the whole congregation's worship and service, not only into their own program.

**Administration** - Manage the youth budget. - Maintain permission forms, medical releases, and emergency contacts. - Handle trip logistics: transportation, lodging, insurance, and driver requirements.

### At HALF TIME (15–20 hrs) — what changes

Keep: weekly gathering, volunteer recruitment and support, parent communication, one retreat and one trip, safeguarding compliance.

Cut or move: small groups reduce to one; midweek programming becomes monthly; curriculum writing becomes curriculum selection; trip logistics move to a parent team with the director advising.

Name the **trip weeks** in the description and say how they are handled — extra pay, comp time, or hours banked. Every dispute in this role starts there.

### At QUARTER TIME (8–10 hrs) — what changes

Realistically: one weekly gathering, its preparation, and parent communication.

Everything else is a volunteer team's, or it does not happen: no trips led by staff unless separately contracted, no midweek, no small groups. The director's remaining job is **equipping the adults who do the rest** — which is a genuine and different job, and should be written that way rather than as a shrunken version of the full-time list.

Be honest in the posting. Quarter-time youth ministry advertised with a full-time vision is how churches burn through three directors in five years and conclude that young people are the problem.

### **Qualifications**

- Demonstrated ability to build trust with teenagers and with their parents.
- Able to recruit and lead adult volunteers.
- [CHOOSE: theological education, ministry experience, or equivalent.]
- Valid driver's licence and an insurable driving record if the role involves transporting youth [verify with your insurer what it requires — many policies set an age or record standard].

### **Screening — required**

- Background check **before** the first day, renewed on the church's cycle.
- Safe Gatherings-type training, current at all times.
- Reference checks including previous ministry settings, contacted directly.
- All adult volunteers screened to the same standard, without exception.

### **Working conditions**

Evenings and weekends are the ordinary schedule, not the exception. Overnight retreats and trips. Occasional crisis response.

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**This is a starting point, not legal advice.** Employment law varies by state, and your annual conference may have policies that go beyond the Discipline. Before you rely on anything here for a hiring, firing, or compensation decision, run it past your conference office or chancellor.

Paragraph references are to the 2020/2024 Book of Discipline. This document paraphrases; for the binding text, see the Discipline itself.

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