



**CHURCH STREET UNITED METHODIST CHURCH**  
**Knoxville, Tennessee**

**Job Title:** Director of Youth Ministry  
**Reports to:** Senior Associate Pastor  
**Date Reviewed/Revised:** 7/2024

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**DESCRIPTION:** The director of youth ministries provides leadership, guidance, and coordination in the development and implementation of a sound Christian formation program for youth, sixth through twelfth grades, and supports the ministries and mission of the church. As the person responsible for the spiritual formation of the youth of Church Street United Methodist Church, this position qualifies for the Ministerial Exception under the Fair Labor Standards Act regarding overtime pay. This is a salaried position.

**YOUTH MINISTRY MISSION STATEMENT:** Youth ministry at CSUMC loves, serves, and fosters the spiritual development of our youth, their families, their friends, our volunteers, and our community in order that they may grow as disciples of Jesus Christ in Fellowship with one another.

**QUALIFICATIONS:** The Director of Youth Ministry will exhibit a personal faith/relationship with Jesus Christ and a commitment to live out their faith in Christian community.

**Education and Experience:** A minimum of a four-year degree (BS or BA), and at least 3 years of relevant experience.

- Ability to coordinate and oversee large scale events such as retreats and weeklong mission programs.
- Demonstrate strong written and oral communication skills.
- Must have experience in relating to families and ability to maintain confidentiality.
- Must be able to recruit, train and supervise volunteers and staff members.
- Possess experience cultivating and nurturing relationships with middle school and high school youth.
- Exhibit relational and leadership skills for working with volunteers and being part of a team ministry.
- Demonstrate an understanding and commitment to United Methodist doctrine.

**DUTIES AND RESPONSIBILITIES:**

- **Program development and strategy**
  - Cast a vision for long term youth ministry goals.

- Plan & facilitate NightLife (Weekly Youth program), Sunday School, and other youth events, including retreats and activities.
  - Find ways to attract, grow, and retain youth and adult servant participation in the ministry.
  - Collaboratively schedule events based on academic & church-wide calendars.
  - Partner with clergy and other worship leaders to involve youth in regular and special worship services.
  - Promote and represent youth ministries in the wider life of the Church Street congregation.
- **Administration:**
    - Create and manage Youth Ministry annual budget.
    - Coordinate annual football parking fundraiser with Director of Music (all UT home football games).
    - Attend weekly staff meetings.
    - Provide reports and updates to Church Council as requested.
    - Manage Youth Ministry social media accounts (Facebook & Instagram).
    - Supervise Youth Ministry Interns.
    - Direct the application and disbursement process for the annual scholarship program.
    - Ensure the adherence to Safe Gatherings and Safe Sanctuaries policies in Youth Ministry programming.
- **Relational:**
    - Communicate weekly with families, students, volunteers, staff, and other partners in the ministry of CSUMC Youth.
    - Maintain relationships with ministry partners (Such as Wesley House, Emerald Youth, Operation Backyard).
    - Cultivate relationships with students and leaders.
- Other various responsibilities as assigned.

**TO APPLY:**

Please submit a resume, cover letter and at least 3 references to Church Street UMC to be considered for this role. Documents should be addressed to Cathy Goff and submitted to [kspencer@churchstreetumc.org](mailto:kspencer@churchstreetumc.org). Review of applications will begin on October 1st and we will receive applications until the position is filled.