

Director of Student Ministries

Edmond First United Methodist Church

DATE: March 29, 2024

LOCATION: Edmond, OK

FLSA TYPE: Full-Time, Exempt

CATEGORY: Ministry, Youth (6th Grade - 12th Grade) and College/Young Adult

REPORTS TO: Senior Pastor

POSITION DESCRIPTION:

The Director of Student Ministries will be responsible for overseeing the youth and college/young adult ministry of Edmond First United Methodist Church. This person will be responsible for various ministerial and programming duties as detailed below.

The Director will be a person who is comfortable and confident in reaching out and ministering to teenage youth as well as college/young adults attending Edmond First, dedicated to cultivating an environment that is welcoming and affirming while also challenging students to dive deeper into their Christian faith through a Wesleyan approach that appreciates the fullness and richness of diverse perspective.

PRIMARY DUTIES & RESPONSIBILITIES:

Youth Ministry

- Develop a positive relationship with each youth and his/her family.
- Plan and implement ministries to develop Christian community and strengthen relationships.
- Oversee the recruitment and training of adult volunteers.
- Plan and implement age-appropriate activities including service projects, quarterly retreats, day trips and activities.
- Work with the Parent/Youth Council to set a budget and plan fundraising.
- Attend and emphasize Conference supported summer camp.
- Encourage youth to participate in all facets of the local congregation, the district and Conference.
- Coordinate youth ministries with other ministries of the congregation.
- Operate within church policies regarding the use of the shuttle.
- Plan and implement Confirmation in January through April.
- Attend weekly staff meetings, Administrative Council meetings, and the Parent/Youth Council meetings.
- Attend worship and be available to contribute/lead as required.
- Work with other staff and leaders to bring "tweens" into the youth ministry.
- Bring graduating high school seniors into the college ministry program.

- Collaborate with staff on communication and outreach through various media platforms.
- Ability to supervise, mentor and direct intern(s); as available.
- Organize and lead youth teams in serving church members and visiting the elderly.
- Listen to youth feedback and facilitate their representation on church committees. (Trustees, SPRC, etc.)
- Empower youth and foster their leadership skills.

College/Young Adult Ministry

- Reach and recruit new college and young adults to join and invest in their spirituality and growth.
- Facilitate a college/young adult Christian community.
- Foster a relationship with UCO Wesley ministry.
- Start, teach, and grow a college/young adult Bible study type group; this may or may not be a Sunday school class depending on interest of the college/young adults.

SPIRITUAL QUALIFICATIONS:

- Possess a deep love for and personal relationship with Jesus Christ.
- Demonstrate a strong commitment to fostering spiritual growth and discipleship in accordance with United Methodist theology and practices.
- Show a demonstrable understanding of United Methodist theology.

QUALIFICATIONS:

- Bachelor's Degree in a field of youth ministry, theology, religious education, education or related field. Master's Degree in theological education is preferred; not required.
- 2+ years' experience in working as hands-on director of programming, education and activities with youth or college/young adults.
- Strong technological skills and familiarity with current events/social issues related to faith
- Church membership will be required upon acceptance of the position.
- Ability to comply with schedules including weekday work, significant programming on Sundays and Wednesday nights, and sporadic programming on other evenings.
- Be a positive Christian role model working in a team atmosphere under directions and goals of the United Methodist Church, Oklahoma Annual Conference, and Edmond First United Methodist Church.

DESIRED PERSONAL QUALITIES:

- Relatable, patient, kind-hearted, open-minded, organized, mission-minded and fun.
- Easy to talk to, open to questions, and a good role model for the youth.
- Skilled in faith formation and event planning.
- Excellent in conflict resolution and adaptability.
- Committed to longevity in employment to help build stability in the youth ministry.

PHYSICAL DEMANDS:

- Must be able to perform manual work associated with ministering teens and college/young adults.

- Command of the English language and grammar, both verbal and written.
- Ability to manually operate and use a computer and other standard office equipment.
- Able to hear and understand telephone conversations.
- Ability to walk significant distances and use stairs or elevators.

The qualifications, physical demands, and work environment described are representative of those an employee will encounter and must meet to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.

This document does not create an employment contract, implied or otherwise. The employment relationship with the Director of Student Ministries and Edmond First United Methodist Church will be an "at will" relationship.