



## Bethel United Methodist Church

6903 Blantyre Road  
Warrenton, Virginia 20187  
540-347-4874 • info@bethelumc.com • www.bethelumc.com

### Job Description and Duties of the Youth Director

**Benefit Status:** Part Time, Hourly

**Direct Supervisor:** Pastor

**Approved Compensation:** Average of 20 hours per week

**Background Check Required for Employment**

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*"Living our faith, sharing God's Love" is our mission statement. We believe that Jesus' commandments are embodied in our mission. Jesus said that the greatest commandment was to love God with all your heart, mind, and strength and to love your neighbor as yourself; so we are to share God's love. Jesus also said go into the world proclaiming the good news and baptizing to make disciples in all nations; and that is the essence of living our faith.*

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**Purpose:** The Youth Director will organize, develop, and implement a strong Youth Ministry that nurtures youth (middle and high schoolers) to become disciples of Jesus Christ serving in our community and growing in faith.

#### Essential Functions:

- Lead weekly Youth Group meetings which must include:
  - Devotional/Bible Study at least twice a month
  - Fellowship and Team Building
  - Service Opportunities
- Teach Sunday Bible Study Classes to Youth
- Facilitate and oversee Youth events which may include
  - Fellowship meals
  - Motel Ministry
  - Support of other Bethel projects such as work days and the auction
  - Community mission projects such as Angel Tree
  - Serve Fauquier, MOM projects, etc.
  - Summer Mission Trips
  - District Youth events
- Train and develop Youth leaders for participation in our worship service, mission efforts, and other events
- Lead outreach efforts to our local neighborhood, schools, and greater community to recruit new youth and volunteer(s) for meetings and events



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- Follow through with individuals to encourage retention of groups members.
- Actively engage with youth and their parents in multiple ways, encouraging participation in worship and other church activities.

### **Ministry Responsibilities**

- Work closely with the Pastor to ensure the utmost safety and security of our youth
- Attend an in-person worship service at Bethel each Sunday unless on vacation
- Coordinate with the Pastor for the Youth Group to assist in leading two worship services annually
- Ensure every adult working with youth maintains all church Safe Sanctuary requirements including Ministry Safe Certification
- Create and maintain a budget of the youth ministry so all programs can be funded
- Collaborate with church leadership and church staff:
  - Report youth & leader attendance for each youth group activity each Monday to the administrative assistant
  - Attend weekly staff meeting for planning, evaluating, and coordinating ministry goals and mission of the church
  - Provide a weekly report to the Pastor on the past week's activities documenting work hours and including any updates on future events and programs.
  - Present yearly calendar in January of each year. Update calendar as needed.
- Recruit students and help coordinate and plan confirmation classes as needed in cooperation with the Pastor
- Maintain an up-to-date directory of all youth affiliated with Bethel including parent and contact information
- Maintain office hours in the Parish House
- Demonstrate understanding and full support of the mission, values, and beliefs of BUMC.
- Continue to grow as a Christian leader and model for youth and their parents through the personal practice of spiritual disciplines (prayer, Bible study, worship, etc) and attendance in spiritual and professional development opportunities.



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- Additional duties as assigned by the pastor to support Bethel's ministry

### **Preferred Qualifications**

- Strong Christian values
- Grounded in the faith with knowledge and/or a desire to learn more of the scriptures and Methodism
- Passionate about youth ministry with three years' experience working with young people
- Strong leadership skills
- Excels in interpersonal skills, conflict management, and resolution
- Self-starter who demonstrates accountability
- Possesses effective written and spoken communication skills
- Competent in organizational and time management skills
- Proficient with common computer applications and willingness to learn new software
- Comfortable with social media and its uses in ministry

To apply, email a cover letter and resume to [jobs@bethelumc.com](mailto:jobs@bethelumc.com).

Staff Parish Relations Committee (SPRC)  
Bethel United Methodist Church