



CENTRAL SQUARE CONGREGATIONAL CHURCH
UNITED CHURCH OF CHRIST
71 Central Square
Bridgewater, Massachusetts 02324

JOB DESCRIPTION: Director of Youth Ministry

Summary

The position of the 6 hour/week, part-time, Director of Youth Ministry has the overall responsibility to plan and implement youth programs and activities of the church for its members in the ninth through twelfth grades. The Central Square Congregational Church, UCC Director of Youth Ministry provides fun, creative, and safe faith-based learning and spiritual growth experiences for our Sr. High youth. This person is part of the church staff and is responsible for Sunday morning and at least twice monthly activities or gatherings of the youth, plus annual youth activities.

The Director of Youth Ministry will work with the Pastor, Board of Christian Education, and volunteer youth leaders to engage the youth in Sunday worship, education, and fellowship gatherings in the life and ministry of the church.

Duties and Responsibilities

- A. Lead Sunday morning activities and/or worship with youth.
- B. Select and implement curriculum, resources, materials, and volunteers for Sunday morning activities for the youth approved by the Board of Christian Education and the Pastor.
- C. Arrange for appropriate coverage for Sunday morning when absent.
- D. Oversee and maintain youth attendance at worship and events.
- E. Coordinate with Staff and the Board of Christian Education for special programs such as Children's Sunday, Christmas Pageant, Advent Workshop, Youth Sunday, etc.
- F. Direct and develop the youth program with the goal of involving current youth and welcoming new youth.
- G. Provide ongoing spiritual guidance, leadership, development, and support to the youth and to adult volunteers.
- H. Communicate, both written and verbal, through newsletter, email, social media, text messages, phone calls, etc. materials and upcoming events to parents, teachers, youth, staff, and boards and committees re: all planned activities.

Hours & Compensation

-This is a yearly position for an average of six hours a week with a written annual review. Hours must include Sr. High Sunday School and/or Worship attendance, youth activities, and service opportunities. Any compensation adjustment will take effect at the start of the program year (July-June).

-Salary is based on the expectation that the position will require, on average, six hours per week working with youth and families, including Sunday mornings, occasional Christian Education and Cabinet meetings, staff meetings, and prep time. The salary will be \$16-20/hr depending on qualifications and experience.

Accountabilities

- A. To the Sr. Minister
 1. Notify the Sr. Minister in the event of illness, injury, or other absences
 2. Maintain a log of time spent in or planning youth activities for review with the Sr. Minister
 3. Prepare annual goals and review progress on the goals with staff and the Sr. Minister

- B. To the Board of Christian Education
 1. Prepare annual goals and review progress on the goals with the Board of Christian Education
 2. Prepare an annual report to the Congregation to present at the Annual Meeting

Evaluation of Performance

- Be evaluated annual with a formal evaluation done by the Senior Minister, with input from the youth, parents, and Board of Christian Education.

Minimum Qualifications

- Must be 25 or older. Some post-secondary experience is preferred.
- Experience in education and youth related work.
- Experience in the UCC preferred.
- Connection with the group; genuine desire to work with youth.
- Self-starter able to work with little or no supervision
- Accountability and consistency in programming and scheduling
- Excellent communication and collaboration skills
- Enthusiasm and spiritual maturity
- Prepares for events in timely fashion
- Relatable and accessible to youth and adults
- Must complete CORI & tax forms prior to beginning employment.