

Position Description

Position	Church/Department
Director of Youth	Harrowsmith Free Methodist Church
Name (or Incumbent)	Location
	Harrowsmith, ON
Reports to	Date of last Revision
Lead Pastor Governance Board	June 2023
Peers	Team (Ministry Leaders/Staff)
	Youth Ministry Leadership Team

Position Overview

The Director of Youth will report directly to the Lead Pastor and/or in his/her absence the Governance Board. The Director of Youth will be a mentor who focuses on developing a youth leadership team and strong relationships with the youth of the Harrowsmith Free Methodist Church and community. This position will involve creative programming for youth activities, coordinating volunteers, leadership/team development and strategic planning in conjunction with the mission and core values of HFMC.

As a mature and creative leader, this person must have skills in developing people, team building, organization and planning. This person should also have a sense of calling to this ministry.

This position is initially for 15 hours per week at \$20/hour. Ministry related expenses and per kilometer travel reimbursement are also provided.

Minimum Education and Job-Related Experience Requirements

As a minimum, the incumbent must possess a High School Diploma along with some job related courses or equivalent. They must have 1-3 years of relevant experience and be willing to continue to develop their ministry and leadership skills through approved avenues of learning.

Preferred Education and Job-Related Experience Achievements

Ideally, the incumbent would possess at least a Bachelor's degree in related field ministry; have all the FMCiC company courses completed and 1-3 years of relevant experience.

RESPONSIBILITIES AND ACTIVITIES

The prioritized **major responsibilities, percentage of time, key activities** and **standards of performance** for this position are listed below:

MAJOR RESPONSIBILITIES

(Suggested percentage of time allocated to each area of responsibility)

Major Responsibility

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|-------------------------------------|-----|
| 1. Relationship Building | 25% |
| 2. Spiritual Teacher | 25% |
| 3. Leadership Development/Mentoring | 20% |
| 4. Program & Planning | 20% |
| 5. Personal Spiritual Development | 10% |

KEY ACTIVITIES

1. Major Responsibility: Relationship Building

Key Activities	Standard of Performance
<ul style="list-style-type: none"> Regularly connects with youth and their families beyond regular youth happenings. 	<ul style="list-style-type: none"> Attends special youth outings and events as schedule permits (ie. sports, recitals, etc.) Intentionally connects with parents to develop relationships and provide answers to any questions that arise.
<ul style="list-style-type: none"> Connecting and interacting with leadership team 	<ul style="list-style-type: none"> Develops positive team dynamics and relationships with youth ministry team members
<ul style="list-style-type: none"> Networks with other Pastors/staff (at H.F.M.C. and outside) – National Network 	<ul style="list-style-type: none"> Attends weekly staff meetings with Lead Pastor and ministry team. Attends denominational network meetings (about once per quarter) as available.

2. Major Responsibility: Spiritual Teacher

Key Activities	Standard of Performance
<ul style="list-style-type: none"> Oversees Scriptural teaching component of youth ministry. 	<ul style="list-style-type: none"> Focuses on teaching Scriptural truth in a transformative way which helps youth and leaders to connect with God more fully; discover their identity and purpose in Christ; engage in Christian community; and make a significant impact in their current contexts. Develops and identifies focus of biblical teaching for regular youth nights (can be through small group, preaching/speaking, team directed engagement with Scripture, video teaching, etc.) Works to develop and include team members in leading and teaching in these areas.

3. Major Responsibility: Leadership Development/Mentoring

Key Activities	Standard of Performance
<ul style="list-style-type: none"> Mentors existing key leaders. 	<ul style="list-style-type: none"> Develops a youth leadership team and meets with them for prayer and debriefing before and after each youth event. Helps to develop and train leaders in various aspects of youth ministry. Works with leaders, on a regular basis, to help in developing an annual plan and focus for youth ministry. This will include allocating areas of responsibility for the various leaders. Meets with leaders one-on-one, at least once a quarter
<ul style="list-style-type: none"> Identifies and recruits additional leaders. 	<ul style="list-style-type: none"> Identifies youth who have good leadership potential and invites them into a leader in training process. Actively seeks and recruits, as needed, adult leaders who are called into helping with youth ministry.

<ul style="list-style-type: none"> • Provides training events and/or opportunities every year. 	<ul style="list-style-type: none"> • Provides resources (online or through seminars) for specific training in various areas of youth ministry or leadership development. • Leaders are engaging in training opportunities and growing in their leadership skills.
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4. Major Responsibility: Program & Planning

Key Activities	Standard of Performance
<ul style="list-style-type: none"> • Oversees the planning of all youth events in accordance with H.F.M.C. mission and core values. 	<ul style="list-style-type: none"> • Establishes annual calendar of youth ministry happenings. • Clearly defines allocated areas of responsibility and involvement for each youth leadership team member.
<ul style="list-style-type: none"> • Communicates schedule of events. 	<ul style="list-style-type: none"> • Utilizes effective tools to inform youth, parents and other church leaders and develops a social media presence to promote and support the youth ministry.

5. Major Responsibility: Personal Spiritual Development

Key Activities	Standard of Performance
<ul style="list-style-type: none"> • Actively growing in their spiritual walk. 	<ul style="list-style-type: none"> • Has regular personal time in the Word and prayer outside of prep time • Is involved in or has completed Abide (or a similar study approved by Lead Pastor)
<ul style="list-style-type: none"> • Personal spiritual retreat. 	<ul style="list-style-type: none"> • Minimum of one time per year.
<ul style="list-style-type: none"> • Life Long Learner. 	<ul style="list-style-type: none"> • Completes at least one seminar or formal training/study course per year
<ul style="list-style-type: none"> • Has an Accountability Partner. 	<ul style="list-style-type: none"> • Meets at least monthly with Accountability partner.

CORE COMPETENCIES

The operationalized core competencies which the incumbent must demonstrate in order to be effective in this position are listed below:

Core Competency	Operationalized Competency “What does this look like on the job?”
Communications – Spoken and Written	Able to clearly present information through the spoken word; influence or persuade others through oral presentation in positive or negative circumstances; listen well; able to write clearly and effectively present ideas and to document activities; to read and interpret written information.
Leadership	Able to influence the actions and opinions of others in a desired direction; to exhibit judgment in leading others to worthwhile objectives. Helps team members to develop and implement their leadership skills and gifts.
Team Building	Able to work with people in such a manner as to help them discover their specific calling as part of the team and to more fully embrace and develop their gifting and roles within the team context.
Organization and Planning	Able to organize or schedule people or tasks; to develop realistic action plans while being sensitive to time constraints and resource availability.
Energizing	Able to create positive energy (motivation) in both individuals and groups.
Creativity	Able to develop unique and novel solutions to problems; use intuition and a new way of thinking to give birth to new ideas; to present information in an attention-getting and interesting manner.

Additional Competencies:

- An exemplary Christian character and life experience
- Active listening skills
- Reliability
- Resourcefulness

Additional Requirements:

- Regular Sunday worship service attendance
- As a member of the ministry leadership team this position will work within the mission and core values of HFMC.
- Completion of CPIC and Plan to Protect is required.