



Job Description: Director of Youth Ministries

Revised: August 2026

Job Summary:

The **Director of Youth Ministries** is responsible for providing leadership and direction for all youth ministries defined as 7th-12th grade. These responsibilities include, but are not limited to, weekly programming, youth events, maintaining records and attendance in Planning Center, and training/recruiting volunteers. Additionally, they will handle the leadership for Club 456, a monthly gathering for 4th-6th graders. The Director of Youth Ministries plays a crucial role in ensuring effective communication, guest experience, and operational efficiency within our church community.

Supervision:

The Director of Youth Ministries reports directly to the Director of Discipleship.

Hours/Status:

Part-Time, Salaried, Non-Exempt, approx. 15 hours per week

Core Schedule:

Sunday:	8:30am - 12:00pm (Sunday Worship Services) 1 - 2:30pm (LYF weekly meetings, Sep - May) 2:30pm - 3:30pm (Club 456 monthly on the 3rd Sunday)
Tuesday:	1-2 PM Weekly Staff Meeting

Total Weekly In-Person Hours: Approximately 8 hours, leaving additional unassigned/"flex" hours to be scheduled at employee's discretion. Additional flexibility in hours and responsibilities is available as needed to account for responsibilities and workload in connection with outside employment and/or seminary course of study.

Responsibilities:

Youth Programming

- Plan and lead weekly youth meetings
- Coordinate a regular schedule of youth outings & events including but not limited to: Fundraising events, Summer Mission Trip, Fall Retreat, and other events (ex., Kayak Trip, Lock-Out, District and Conference Youth Events)
- Oversee and coordinate youth volunteer teams
- Facilitate the design, implementation, and support of a ministry team who will provide direction and leadership for discipleship ministries with youth
- Coordinate the every-other-year confirmation program, utilizing the Director of Discipleship for partnership

Youth Communication & Administration

- Create youth and Club 456 content for various communication channels including bulletin, newsletter, lantern, announcements, social media, and website
- Publish a quarterly newsletter for youth and Club 456 families
- Reach out to visitors/new families with youth to provide information about ministry opportunities at LUMC
- Maintain updated records and attendance in Planning Center
- Work with Director of Discipleship to review, update, and maintain Safe Sanctuaries child protection policies, training, and record-keeping
- Work with staff and appropriate committees to propose and manage an adequate budget for youth ministries programs and activities in collaboration with the Director of Discipleship

Club 456

- Plan and lead monthly Club 456 meetings in collaboration with the Director of Discipleship (5 gatherings per year plus 1 half-day retreat)
- Coordinate a spring experience for Club 456
- Aid in the oversight and coordination of Club 456 volunteer teams

Personal Mentoring and Professional Development

- Pursue personal mentoring and professional development to ensure continual growth and effectiveness in ministry. Suggested Methods for Professional Development:
 - Actively seek out mentorship from experienced church leaders and professionals within and outside the congregation. Regularly meet with your

mentors to discuss your personal and professional growth, gain insights, and seek advice on challenges you face in your ministry.

- Participate in relevant educational opportunities such as theological courses, workshops, and seminars. Stay updated on current trends and best practices in youth ministry and leadership to enhance your skills and knowledge.
- Engage in programs and training sessions that focus on leadership, spiritual development, congregational care, and pastoral ministry. This can include attending conferences, enrolling in certification programs, and joining professional organizations related to ministry.
- Build (or locate) and maintain a network of fellow youth directors and ministry leaders. Participate in peer support groups and collaborative initiatives to share experiences, resources, and encouragement.

Staff Life

- Attend weekly staff meetings.
- Foster a positive, efficient, and relational work environment alongside other office staff.
- Maintain margin for unexpected tasks or opportunities to assist other staff in their projects as time allows.
- Provide innovative partnership with the Director of Family Ministries for children/family special events. This includes, but is not limited to, Vacation Bible School, Fall Festival, Advent Festival, retreats, outings, and local mission experiences
- Coordinates with worship leadership to effectively involve youth as participants and leaders in worship

About Linworth United Methodist Church:

Linworth United Methodist Church is a welcoming and inclusive congregation located in Columbus, Ohio. Our mission is to empower one another to share that “*God is love, you are loved, and all are welcome here.*” We are guided by four core values: evolving faith, authentic relationships, global justice, and inclusive community.

To Apply:

Interested candidates should submit a resume and a cover letter to Employment@LinworthUMC.org. In your cover letter, please share a brief description of your experience and what draws you to this type of ministry. Applications will be reviewed on a rolling basis.