

POSITION DESCRIPTION

Director of Youth Ministry

November 2025

Purpose: To coordinate a comprehensive program of faith formation for youth grades 5-12 and their families.

Position Type: This is a full-time position (exempt employee) reporting to the Pastor/Head of Staff.

Skills, Experience, Needs, and Expectations:

- A Christian faith that is filled with hope, curiosity, and assurances
- A college degree
- Prior experience in youth ministry leadership
- Creativity, imagination, and flexibility
- Interpersonal skills with all age groups and theological perspectives
- Strong organizational skills with demonstrated ability to manage multiple tasks efficiently
- Strong communication skills with demonstrated ability to work effectively with volunteers, parents, youth, and fellow staff
- Participate annually in continuing education conferences and other PC(USA) events
- Ongoing professional development within the PC(USA) denomination is encouraged
- Healthy Boundaries training through New Hope Presbytery is encouraged
- Knowledge of the Presbyterian Church (USA) and the Reformed Tradition

Responsibilities:

A. Relationships

- Create a weekly, monthly and seasonal plan for relationship building with 5th through 12th graders via scheduled youth activities and events
- Attend community activities & school events HMPC youth participate in
- Have meals, coffee or visits with parents, leaders and youth when possible
- Make efforts to attend weekly worship
- Welcome and reach out to youth and families who attend worship and/or youth group but are not members of HMPC
- Maintain a connection with youth who head off to college or work

B. Programs

- Vision, coordinate and administer Middle & High School Youth Group activities
- Vision, coordinate and administer Mission Trips, Retreats, and Conferences
- Plan and execute Youth Sunday in cooperation with the Head of Staff and Director of Music, as well as youth leadership/participation in worship throughout the year
- Coordinate meal and Advisor schedules for Youth Group
- Create faith formation opportunities through mission, worship, recreation, and study
- Lead an ongoing process of evaluating youth ministry - considering other programs as appropriate

C. Confirmation Class

- Recruit confirmation class leaders and mentors, and provide training for confirmation leadership
- Vision, coordinate and administer Confirmation in partnership with the Confirmation Ministry Team and ordained staff
- Coordinate class and teaching schedules
- Organize and communicate Confirmation requirements
- Stay up-to-date on Confirmation curriculum within the PC(USA) and Reformed Tradition
- Organize and attend the Confirmation retreat for each class of Confirmands
- Coordinate Session examination of Confirmands
- Evaluate regularly the effectiveness of the Confirmation program

D. Adult Advisors for Youth

- Recruit new Youth Advisors as an ongoing effort
- Provide annual training for Youth Advisors
- Have regularly scheduled Youth Advisor meetings for training, encouragement, reflection, and planning; debrief after youth group, events, and trips for the betterment of the next event
- Cast a vision among adult leaders for quality relational ministry
- Ensure all adults volunteering within the youth ministry with youth have completed a background check, renewing every three years

E. Youth Committee

- Staff liaison to the Youth Committee
- Attend all Youth Committee meetings
- Help the Youth Committee chair recruit new committee members, serving on a three-year rotation
- Assist the Youth Committee chair in whatever way is needed
- Give a Youth Director's report and financial report at each meeting
- Advocate with the Youth Committee to support a youth elder candidate, selected by the Director of Youth and Head of Staff

F. Communication, Administration & Other Responsibilities

- Monthly communication to parents and youth about programming through email and text
- Weekly articles, photos and calendar updates in the church newsletter
- Maintain active social media presence to promote events and communicate with families
- Keep youth-oriented bulletin boards up-to-date
- Request and organize youth and family contact information on an annual basis
- Request and gather release forms on an annual basis
- Carefully manage the income and expenses for all youth ministry budget line items
- Meet with the Pastor/Head of Staff to update and discuss youth ministry in the church on an on-going basis
- Be open to participate in leading worship as requested by the clergy and/or worship leadership
- Work closely with Children's Ministry and Music Ministry to ensure consistency of K-12 strategy, educational programs, messaging, and participation
- Attend youth oriented conferences within the denomination
- Attend weekly staff meetings
- Attend Session meetings when requested
- Other duties as assigned by the Pastor/Head of Staff