

Franklin First United Methodist Church

Job Title: Youth Ministry Associate

Classification: Exempt

Hours: Full time position (*part time considered for the right candidate*).

Reports to: Director of Youth Ministry

Vision Statement: Seek first the Kingdom of God and live righteously, and He will give you everything you need.

Mission: To make disciples of Jesus Christ for the transformation of the world.

Job Summary & Description:

The Youth Ministries Associate helps carry out the youth ministry mission to Love God, Love Others, and Live Weird through leading the music ministry, engaging with youth and families in the community and helping them to connect to the youth ministry and church and supporting all regular programs. This job description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this job description and should perform all job duties in alignment with the following mission and vision statement and with the beliefs of the United Methodist Church Book of Discipline.

Duties/Responsibilities:

- Connects regularly with youth and families outside scheduled programming including school, sports activities and informal meetups.
- Will follow Safe Sanctuary Guidelines at all times.
- Gathers and organizes schedules for school and community sports and activities. Works with staff to make sure we are meeting our goals of community engagement. Maintains record of contacts made by all youth staff.
- Seeks opportunities to connect in new ways with the community where our youth and families are present and involved.
- Builds relationships with leaders in local schools including teachers, coaches, administration, and club leaders. Finds appropriate ways to partner with local middle and high schools.
- Participates in leadership on Sunday mornings as directed by the Director of Youth Ministries.
- Serves as a small group leader for Wednesday Night Live.
- Provides leadership for trips and events.
- Assists in promoting upcoming programs through email, social media, 415youth website, flyers, and personal contacts to youth and families.
- Designs and lead worship experiences for Sunday mornings, Sunday nights, events, and retreats.
- Assists in following up with guests and reaching out to youth who are MIA (missing or inactive.)
- Participate in one continuing education opportunity per year.
- Attend regular coaching and support meetings with the Director of Youth Ministry.

- Overall time commitment would include:
 - 20% engaging with youth, families, and community members through attending sports, school and extra-curricular activities and local events.
 - 15% in direct contact with youth through organized ministry including Sunday mornings, Wednesday nights, band rehearsals, and trips and retreats.
 - 55% in preparation, organization and administrative (planning programs, communication, logistics, weekly youth staff meeting, etc.)
 - 5% in contact with youth through informal meet-ups and contact work.
 - 5% in serving and connecting in the church and with the community. (Giving Garden, local missions, worship service, One Gen Away, etc.)

Required Skills/Abilities:

- Models being a disciple of Jesus through actions, words and lifestyle.
- Embraces a collaborative approach and works well in a team environment.
- Demonstrates excellent communication skills with all members of the team including youth, parents and guardians, staff, and volunteers.
- Exhibits openness and approachability. Enjoys the challenge of meeting new people and connecting with them. Makes young people feel comfortable and valued.
- Expresses empathy. Young people crave friendships with people who understand them, know what they're going through, and how it makes them feel.
- Ability to organize a complex schedule of events alongside their personal schedule.
- Possesses a joyful excitement for youth and their families, the church, and the Word of God.
- Possesses a working knowledge of United Methodist theology and principles.
- Strong communication skills. Able to express ideas and goals clearly through both oral and written communications including emails, newsletters, and social media.

Physical Requirements:

Ability to work in a high-energy environment, lift 50 pounds, and move freely for long periods of time.