



## ASSISTANT YOUTH MINISTER JOB DESCRIPTION

Canterbury United Methodist Church  
350 Overbrook Road  
Birmingham, Alabama 35213

### Status:

Full-time (commensurate  
with experience)

### Hours:

40 hours per week  
in the office

### Benefits:

Health Insurance  
and Pension

## GENERAL PURPOSE OF POSITION

To care for the students of Canterbury UMC by developing and implementing a comprehensive approach to youth ministry (in the areas of group building, worship, discipleship, mission, and outreach) while serving as a spiritual leader and role model.

## ORGANIZATIONAL RELATIONSHIP & SUPERVISION

The **Assistant Youth Minister** position is set up so that he/she works with both Middle and High School students, and will report to the Director of Student Ministries (DSM). The **Assistant Youth Minister** and the DSM will work together to accomplish goals of the youth program. The **Assistant Youth Minister** will be required to attend the following meetings as expected: Weekly Youth @ Canterbury (YAC) Staff Meetings, and occasional all staff meetings. Both the DSM and **Assistant Youth Minister** positions will be responsible and subject to United Methodist policy and doctrine, informed by the United Methodist Guidelines for Youth Ministries, local church policy as determined by the Charge Conference, Senior Pastor, and Staff Parish Relations Committee.

## PRIMARY TASKS

There shall be a comprehensive approach to the development and implementation of the youth ministry at all levels in the connectional system of the United Methodist Church and in all ministry areas of the local church. This comprehensive approach is based on the understanding of the primary task of youth ministry to:

1. build a community of love around our students
2. encourage youth in developing their relationship to God
3. provide them with opportunities for nurture and growth
4. challenge them to respond to God's call to serve in their communities and world





## RESPONSIBILITIES

1. Be an advocate for youth and educate the congregation about the hopes, concerns and needs of youth in the local church and community.
2. Help plan, develop, and implement all aspects of a balanced youth ministry in the areas of group building, worship, discipleship, mission, and outreach.
3. Meet weekly with the Youth @ Canterbury (YAC) Youth Staff.
4. Work fluidly between our middle and high school programs.
5. Be aware of resources for developing the youth ministry programming and participate in continuing education events and training opportunities.
6. Recruit and train volunteers who work with youth in all aspects of youth ministry and ensure adequate volunteer support and adult to youth ratios.
7. Assist in organizing and giving talks throughout the week.
8. Coordinate Sunday school curriculum for youth (grades 7-12) and recruit teachers for Confirmation.
9. Coordinate the teaching of Confirmation class at the 9:15 Sunday School hour.
10. Work with our YAC Leadership Team to help our youth program reach it's potential.
11. Keep records of youth participation.
12. Communicate in a timely manner and as effectively as possible using all available resources (email, website, bulletin, newsletter, bulletin board, etc.). Ensure communication with church staff and leadership, parents, and the congregation as a whole.
13. Make yourself available to youth in a variety of ways. (i.e. lunch at school, attendance at extracurricular activities, visitation, times of crisis, etc.)
14. Implement and Lead youth trips throughout the year.
15. Ensure that the Safe Sanctuary Policy is observed in all youth ministry settings.





Canterbury  
UNITED METHODIST CHURCH

## ASSISTANT YOUTH MINISTER JOB DESCRIPTION

Canterbury United Methodist Church  
350 Overbrook Road  
Birmingham, Alabama 35213

### QUALIFICATIONS AND APTITUDES

1. Must embrace Christian discipline and United Methodist doctrine and theology.
2. A bachelor's degree in a related field is minimum requirement. Professional Certification in Youth Ministry in the United Methodist Church is desired.
3. Must have vision and a demonstrated ability to plan, develop, coordinate, manage and implement a youth ministry within the parameters of the United Methodist Church.
4. Must have excellent written and verbal communication skills, conflict management skills, and computer skills. Willing to learn programs such as Keynote, ProPresenter and the Adobe Creative Suite
5. Must possess a proven ability to work effectively with youth, diverse individuals, and teams of volunteers.

### PLEASE CHECK OUT OUR WEBSITE AND OUR SOCIAL MEDIA

Our website can be found at [canterburyumc.org/grow/youth/](http://canterburyumc.org/grow/youth/). From there you can find links to our social media and our YouTube channel.

### REFERENCES

Please submit 3 references that can attest to your abilities and qualifications for this position.

