

Westwood United Methodist Church Job Description

Position: Director of Social Justice and Youth Ministries

Specific Responsibilities:

Enable and oversee all aspects of youth programming and the spiritual growth of youth (Grade 6 through High School) in our congregation for the sake of helping them grow mature in faith through service, worship, study and fellowship.

Oversee and support the development of small group communities and lay-led efforts for spiritual growth and social change. Resource and support the work of small groups and social justice efforts of Westwood Church (in The Sanctuary and The Loft).

Specific responsibilities in Social Justice ministries include, but are not limited to:

- Collaborate with Loft and Sanctuary congregations to develop social justice strategy for the entire faith community
- Social justice event organization and planning
- Connect with and support existing social justice and ministry programs within the Sanctuary and the Loft
- Develop social justice committee and/or working group within the congregation, as needed to resource and encourage the organizing of work for social justice from the Westwood church community.
- Coordinate communication among leaders and the congregation as a whole.
- Cultivate relationships and strategic partnerships with community organizations that share our commitments to social justice.
- Participate in regular staff meetings and the collaborative work of the congregation.

Specific responsibilities in Youth Ministries include:

- Develop and implement theologically grounded Christian education program that focuses on the spiritual formation of the youth in alignment with the social values of the church.
- Plan, coordinate and lead youth group activities, including regular meetings, mission trips (e.g. SSP) and retreats.
- Plan and coordinate youth Sunday School, in collaboration with other Sunday ministries and with other staff.
- Support and help equip youth for leadership opportunities within the church and Annual Conference.
- Be present on Sundays and other times to invite and welcome new youth.
- Communicate with the congregation and community about youth ministry, through our weekly newsletter, website and other media.
- Recruit, train and supervise adult volunteers with youth. Implement church policies, including our Safe Sanctuaries Policy, through all aspects of Youth Ministry.
- Participate in regular staff meetings.
- Plan and oversee Confirmation for Middle School Youth every other year, in collaboration with Senior and other Pastors.
- In consultation with the Finance Committee, oversee the annual budget and fundraising for regular activities and special retreats and trips.
- Support and promote the youth ministries of our Annual Conference.
- Connect youth to appropriate ministries of the congregation as a whole, including in

- worship, in service projects, and in congregational studies.
- In collaboration with the Pastor, provide pastoral and spiritual support for youth and their families.

Accountability: Senior Pastor and SPRC

Skills Required:

A mature Christian faith and an ability to think theologically are required, as well as the ability to:

- Relate easily to parents, youth and church members.
- Communicate Christian values of acceptance, care and love.
- Administer the program, including recruiting and supervising leaders, overseeing budgeting, planning effectively and clear communication.
- Climb stairs and lift approximately 35 pounds.

Desired/Preferred Skills:

- College degree and graduate theological education or experience training in youth ministry preferred.
- Experience in supervision of staff and volunteers.
- Social media competency.

Core Competencies:

- **Ethics and Values:** Honors the core values and beliefs of the organization in their choice of behaviors; consistently embodies appropriate behavioral choices in both stressful and non-stressful situations; practices behaviors they advocate to others.
- **Passionate about working with young people:** Capable of connecting with young people; inspiring and encouraging their development.
- **Process Management:** Good at figuring out the process necessary to get things done; knows how to organize people and activities; understands how to separate and combine tasks into efficient work flow; knows what to measure and how to measure it; can see opportunities for synergy and integration.
- **Creativity and Innovation:** Generates new ideas; makes new connections among existing ideas to create fresh approaches; takes acceptable risks in pursuit of innovation; learns from mistakes; has good judgment about which creative ideas and suggestions will work.
- **Influencing Others:** Encourages others to cooperate, participate, provide resources or make decisions, in service to the work at hand; uses verbal and non-verbal skills to communicate respect for others, and to generate energy, passion, and commitment to an idea; creates an environment that others want to participate in.
- **Integrity and Trust:** Is seen as trustworthy by others; practices direct and transparent communication; keeps confidences; admits mistakes; doesn't operate with hidden agendas, responds to situations with consistency and reliability.
- **Interpersonal Skills:** Establishes good working relationships with all others who are relevant to the completion of work; works well with people at all levels of the campus community; builds appropriate rapport; uses diplomacy and tact; avoids communication triangles.
- **Conflict Management:** Understands the dynamics of negotiation among conflicting interest groups and how to achieve mutual agreement; reads situations quickly; can find common ground and get cooperation with minimal anxiety.

- Teambuilding: Blends people into teams when appropriate; leads the team successfully through difficulties and challenges; creates strong morale and spirit in their team; shares wins and successes; defines success in terms of the whole team; creates a feeling of belonging and pride in the team.

Type/Hours: Full-time, 40 hours/week

*NOTE: This job description could be divided into two part-time (20 hours/week) positions: Director of Social Justice Ministries and Director of Youth Ministries.