**First United Methodist Church**

**Mechanicsburg, PA**

**Director of Youth Ministry & Communications**

First UMC is in Mechanicsburg PA, just outside of Harrisburg PA. The area continues to experience a high rate of growth in new housing, families from diverse backgrounds moving here, and is a great community to commute to many nearby areas for work. The church is supported very well by the older generation with a heart for having kids and families. The church is welcoming of all people and reflects God's family with both conservative and progressive families active in the congregation.

**Description:** This position ministers to the needs of youth and families AND helps communicate the mission, vision and values of First Church to all generations in and outside our church. This position exists to develop, nurture, and implement an engaging, comprehensive, intergenerational, and holistic ministry to, with, and through youth and young adults of First Church and the community.

This position qualifies for the ministerial exemption due to ministry job components.

**Reports to:** Senior Pastor

**Hours/Schedule:** Full-time 40 hrs/week, Salaried, Year-round

**Qualifications:**

1. A clear call to vocational ministry and high level of spiritual maturity, as demonstrated by a love of God’s word and continual learning, prayer, passionate and regular worship, commitment to building strong relationships and giving generously of self in service to the church and community.
2. Education or significant experience in Youth Ministry or a related field with youth or young adult ministry as well as a desire for further training and growth.
3. Education or significant experience in Communications/Design or a related field with a high level of skill using software to create and design a wide range of effective communications. This includes Microsoft Word, Excel, PowerPoint, Google Suite, Canva, Adobe InDesign, Photoshop, Facebook, Instagram, etc.
4. Strong leadership, interpersonal and communication skills to develop, lead and encourage other volunteer leaders.
5. The gift of teaching and ability to multi-task, think ahead and have strong organizational skills to plan, organize and lead a variety of groups, activities and events throughout the year.
6. A self-starter with the ability to think strategically, be organized, plan and oversee multiple projects simultaneously, while being sensitive to deadlines and changing priorities.
7. Commitment to First United Methodist Church through membership.
8. The ability to maintain confidentiality, and wisdom to refrain from indiscriminately sharing confidential information.
9. Willingness to learn new tasks, processes, build new skills and other duties as assigned.
10. Proper clearances: The selected applicant must submit a PA State Police Criminal History Report, a PA Department of Human Services Certification, and an FBI Criminal History Report Check showing no reportable incidents.
11. Physical ability to do some lifting/bending to help set up/clean up events and/or engage volunteers to assist with this.

**Duties and Responsibilities:**

1. Youth Ministry
   1. Develop and administer a vision and mission for ministry among youth and young adults that supports the overarching vision and mission of First Church.
   2. Implement a relational strategy of ministry that connects with and builds bridges among youth and their families both within First Church and the surrounding community.
   3. Prayerfully recruit, nurture, train, and deploy a team of committed adult leaders for all aspects of the ministry who will invest in the lives of youth and young adults.
   4. Provide on-going opportunities for outreach, discipleship, and service, while maximizing an intergenerational approach to ministry.
   5. To oversee the programmatic needs of teaching, training, budget, event planning, and risk management/Safe Sanctuaries management as it related to youth ministry.
   6. Foster a conducive environment and to provide training for the development of student leadership.
   7. Assist Senior Pastor as needed with a confirmation process that leads students towards decisions surrounding their faith commitment and membership vows.
   8. Work closely with the Director of Children and Family Ministry and the Pastor of Discipleship and Outreach to create seamless transitions and discipleship pathways for soon to be youth, graduating seniors, and young adults.
2. Communications
   1. Maintain and build social media presence for First Church programs and engagement.
   2. Create content for outdoor sign, emails, website, social media and other channels. Platforms could include Canva, Adobe InDesign, and Photoshop.
   3. Collaborate with pastor, program staff and volunteers regarding design and placement of outreach advertising to market church programs and worship opportunities to the community.
   4. Assist with creating videos and announcement slides for worship and media platforms as needed.
3. Staff Responsibilities
   1. Work with church staff and leaders in developing strategic plans; coordinating a church planning calendar; and communicating with staff, lay leaders and church members to help everyone think and plan. Be intentional about forward thinking to minimize scheduling conflicts.
   2. Actively participate in weekly staff meetings and other team or committee meetings.
   3. Act as a staff liaison to committees as assigned and participate on project teams as needed (e.g. Consecration Sunday Committee, etc.).
4. Perform other duties as assigned by the Senior Pastor or Staff Parish Committee

Salary includes a health care stipend and paid time off for illness and vacation.