

Windsor Village Church Job Description

Job Title: Youth Director/Youth Minister
Reports to: Chief Administrative Officer
FLSA Status: Exempt
Pay Range: Commensurate with Experience

A. General Summary and Purpose

Develop, plan, and implement a comprehensive ministry to serve the youth of Windsor Village Church (WVC), the youth of the surrounding community, and the families and parents of youth.

B. Responsibilities/Major Job Duties

Develop a vision for what the WVC Youth Ministry will be and do within the next 7-10 years.

Work cooperatively with ministry leaders to implement the plans, programs (Bible study, worship services, youth gatherings, camps, etc.), strategies, and objectives of the ministry.

Plan and lead weekly worship for youth.

Plan and lead weekly Bible Study Opportunities for youth.

Plan and lead weekly fellowship gatherings for youth.

Help to write Bible Study curriculum(s) for youth.

Serve as a liaison between the Youth Ministry and the other components and ministries of the Church.

Plan, administer, and manage the Youth Ministry annual budget.

Coach youth, their parents, and their families.

Recruit, train, and manage volunteers for the Youth Ministry.

Serve in other pastoral capacities as directed by the senior pastor.

- C. Knowledge Required and Personal Qualifications**
The youth director/minister needs to have the following: experience working with youth; a passion for youth and their families; integrity, strong leadership and management abilities; vision for youth ministry; a sound understanding of the needs, challenges, and concerns of youth and their families; initiative; ability to preach, teach Bible study, and coach youth and their families.
- D. Keys to Success**
Organizational skills, flexibility, willingness to be a team-player; and a passion for discipleship.
- E. Work Schedule**
Occasional work beyond the 40-hour workweek will be essential.
- F. Supervision Exercised**
This position will eventually involve direct and indirect employees reporting to it.
- G. Work Environment**
The responsibilities of this position will be conducted in a normal office environment with acceptable lighting, temperature, and air conditions.
- H. Physical Effort**
This position is physically comfortable.
- I. Other Duties**
Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Please send your resume and cover letter to hr@wvumc.com or mail to:
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Attn: Human Resources
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