

## **BENTON UNITED METHODIST CHURCH DIRECTOR OF STUDENT MINISTRIES**

**Direct Report:** Sr. Pastor  
**FLSA Status:** Exempt – Full time  
**Schedule Variation:** 40 hours per week - 12 months of year including Sunday and Wednesday evenings (Youth and other activities as required)  
(Publish office hours of no less than 8 hours per week)  
**Prepared By:** SPR in conjunction with Sr. Pastor and Administrator

It is the responsibility of the Director of Student Ministries to support the general goals and ministry of the students of the Benton/North Bossier City area. The first priority of the Director of Student Ministries will be to develop a comprehensive student ministry that focuses on spiritual growth, Christian fellowship and the outreach of the Christian faith.

The Director of Student Ministries shall support the general goals and ministries of Benton United Methodist Church in word and deed. The purpose of this position is to minister in the body of Christ and direct our youth by leading, mentoring and setting the example for our young people. The Director of Student Ministries will be expected to embrace Christian discipline and United Methodist doctrine and theology laid out in the *Book of Discipline of the United Methodist Church*. The Director of Student Ministries is expected to contribute to the team spirit of the staff through fellowship, encouragement, cooperation, prayer support and other appropriate ways, as he/she serves his/her Lord Jesus Christ, the church and the Senior Pastor. This is to be accomplished through consistent communication with, and under the supervision of the Senior Pastor, who will act as the liaison for the Staff/Parish Relations Committee.

### **JOB PREREQUISITES**

1. The person chosen must demonstrate faith in Jesus Christ as Lord and Savior, and must have a current, active membership in a Protestant congregation.
2. Bachelor's degree in a related field is minimum requirement. Professional Certification in Youth Ministry in the United Methodist church is desired. If not already certified, you must start working toward that certification and achieve it within two years of hire.
3. Willing to embrace Christian discipline and United Methodist doctrine and theology.
4. Willing and able to obtain a Chauffeurs and/or CDL License.

### **RESPONSIBILITIES**

1. Work with the Senior Pastor and Church Council in clarifying the overall goals and purposes of the student/youth and children's ministries, including meeting with the Senior Pastor weekly.
2. Provide general leadership to the Student and Parent/Volunteers in the planning of the student/youth

ministry based upon the purposes and goals--and then lead in a yearly evaluation of what was accomplished to the Church Council.

3. Ensure that the essentials of spiritual growth (prayer, fellowship, service, worship, and Bible study) are regular components of the student/youth ministries.
4. Lead, plan, develop and implement all aspects of a balanced youth ministry in the areas of group building, worship, discipleship, mission fun and outreach.
5. Recruit leaders and sponsors (not limited to student/youth parents) to provide the necessary leadership for the volunteer positions within the student/youth department as needed, working closely with the Students and Parents. Encourage parental involvement in the student/youth activities programming through "helping" positions such as drivers, chaperones, cooks, etc. Ensure that all such volunteers go through the proper Safe-Sanctuary training and that they follow the policy.
6. Be available to substitute for the student/youth department Sunday school teachers, or ensure that reliable substitutes are available. When there is a vacancy, work with the pastor and other program staff to find a replacement.
7. Work with the Senior Pastor, program staff, Sunday School teachers, and church administrator to decide on and order curriculums for Sunday School, Confirmation, Small Groups, etc...
8. Work with the Senior Pastor and the Student/Parent Council in coordinating and implementing retreats, mission opportunities, fun trips, etc., and help carry out fund-raisers (along with parents, youth and other volunteers) that are necessary to underwrite the student/youth ministry. The Church Council must approve all fund-raisers (according to Disciplinary rule).
9. Present a proposed student/youth budget to the Church Council and Finance Committee each year at the requested time. Implement the student/youth program based upon the budget approved by the Church Council. Keep accurate records of monies spent, and work within the guidelines of the policy of Benton UMC.
10. Act as an advocate for students/youth and children in the total program of the church. Timely publicize all student/youth and children's activities through the church newsletter and weekly bulletin. Place all youth activities on the church calendar.
11. Maintain regular communication with parents, students, and the church/community as a whole through correspondence via email, text, and/or postal mail, through maintaining the Student Ministry FaceBook page, utilizing other social media outlets, and by updating the Student Ministry portion of the church website.
12. Participate in the worship life of the church on a regular basis as an example to students, and be willing to be called upon by other staff members to assist in weekly or seasonal tasks in order to have a smooth operation of the total church program.
13. Take measures to ensure personal spiritual health through prayer, study of Scripture, small group learning, and personal accountability to another Christian of the appropriate age/gender.
14. Participate in other ministries of the church as time allows and encourage students and parents to do the same. Examples include, but are not limited to: service in Souper Saturday, serving as ushers/greeters on Sunday mornings, serving during *The Table* food ministries, going on mission trips such as the Red-Bird Mission, etc...
15. Set aside hours for visiting or counseling with the students. Examples include, but are not limited to: eating lunch with students at school, speaking at local FCA gatherings, and attending students' sporting events, choir and band concerts, etc... Set the example for the students as well as being a mentor. Be aware that pastoral care can demand flexibility of schedule, and emergency situations should demand priority.

16. As appropriate and time allows, participate in district/conference-wide youth ministry events.
17. Maintain accurate up-to-date lists of all the student members plus all other youth of the church. Also maintain a list of prospective student ministry members with addresses and phone numbers for follow-up contact.
18. Participate in continuing education events that will strengthen his/her faith and the student/youth and children's ministries of the church (minimum of two such events per year). Monies to meet this obligation can be taken from the youth budget under reimbursable.
19. Must obtain a Chauffer's License/CDL License as required to be eligible to drive the required vehicle on youth trips.
20. Serve as a member of the Church Program and Total Staff.
21. Serve as an ex-officio member of the Church Council, and make a monthly report to the same.
22. This job description is not exhaustive, and will include other requirements as assigned by the Senior Pastor as they arise.

**The mission of Benton United Methodist Church to make disciples of Jesus Christ by inviting in, growing up and sending out transformed persons into mission and ministry.**

I hereby authorize the Church to make any investigations of my background deemed necessary. I understand that I must be able to perform all duties as assigned and that if I become unable to perform the essential functions of this job after employment, I must report such disability to appropriate officials. I understand that my ability to perform the essential functions of this job, with or without accommodations, cannot create a significant risk of harm to the health and safety of myself or others, nor impair the fundamental operations of my assignments.

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Signature

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Date

**Please send cover letter and resume to:**

Benton United Methodist Church  
4615 Palmetto Road  
Benton, Louisiana 71006  
Email: [millie.crites@bentonumc.org](mailto:millie.crites@bentonumc.org)  
Fax: 318-935-8516

Candidates are invited to visit the Benton United Methodist Church website at [www.bentonumc.org](http://www.bentonumc.org).