

First United Methodist Church of Portland

Job Description: Director of Youth Ministries

Status: Part-time (20 hours/week), Exempt

Reports to: Pastor of Discipleship and Outreach

Contract: One-year contract with potential for permanent placement upon mutual agreement

Pay Range: \$22,000-\$28,000 Depending on Experience

About Us

First United Methodist Church of Portland (FUMC) is a **Reconciling Congregation, a Peace Church, and a Creation Care Congregation**. As an inclusive Christian community, we are committed to loving everyone unconditionally and working with our neighbors to build a more just world. Our core values are **inclusion, worship, community, service, and justice**.

We welcome and affirm people of all sexualities, gender identities and expressions, races, classes, ethnicities, ages, neurodiversities, physical and mental abilities, education levels, immigration and marital statuses, family structures, and economic situations.

Position Summary

The Director of Youth Ministries supports the spiritual growth and well-being of youth in grades 6–12, their families, and volunteers. This role includes designing and leading engaging programs that connect youth with God, build meaningful relationships, and integrate youth into the full life of the church.

The ideal candidate is energetic, creative, and grounded in the Christian faith, with a strong understanding of youth culture and a deep commitment to inclusion, justice, and spiritual development.

Key Responsibilities

Spiritual Leadership & Faith Formation

- Facilitate age-appropriate Bible studies, worship, and discussions rooted in the teachings of the United Methodist Church.

- Provide pastoral care and emotional support to youth and their families; share resources or referrals as appropriate.
- Help youth connect faith to real-life issues, including relationships, social media, decision-making, and community engagement.
- Create opportunities for prayer, reflection, service, and discipleship.

Program Development & Coordination

- Plan and lead regular youth group gatherings, including faith-based discussions, games, service projects, and fellowship activities.
- Collaborate with the Youth Ministry Committee Chair to plan and implement events and programming.
- Coordinate confirmation classes and prepare youth for church membership.
- Develop outreach strategies to connect with unchurched youth in the wider community.
- Partner with other ministries to ensure youth are engaged in the broader life of FUMC.

Relationship Building

- Cultivate meaningful, age-appropriate relationships with youth through consistent communication and active presence in their lives.
- Partner with caregivers to support their teen's spiritual growth.
- Encourage youth participation in worship services and church-wide events, fostering a sense of community and belonging.

Administrative & Organizational Leadership

- Manage the youth ministry budget.
- Maintain attendance records and program data.
- Communicate regularly with parents and caregivers about programs and events.
- Recruit, train, and support adult volunteers.
- Ensure that all youth programs adhere to FUMC's Safe Sanctuary guidelines.
- Attend weekly staff meetings and serve as staff liaison to the Youth Ministry Committee.

Schedule & Flexibility

This is a 20-hour/week role that requires presence on Sunday mornings, during staff meetings, and at youth-related events. Many youth programs take place during evenings or weekends. While some office hours are expected, scheduling is flexible to meet the needs of the ministry.

Qualifications

- Deep commitment to working with youth and helping them grow in faith.
- Strong understanding of adolescent development, United Methodist theology, and Christian education principles.
- Experience leading and managing youth ministry or similar programs.
- Excellent communication, interpersonal, organizational, and leadership skills.
- Ability to work collaboratively with staff, volunteers, youth, and families.
- Familiarity with or willingness to learn Safe Sanctuary and other child/youth protection policies.