

Central United Methodist Church

Youth Ministries Intern Position Description

Purpose:

To provide leadership for Central United Methodist Youth Ministries.

Qualifications:

1. Possess a desire to help youth grow spiritually.
2. Possess effective written and verbal communication skills to recruit volunteers for youth activities.
3. Possess strong management and planning skills.
4. Possess a familiarity of United Methodist resources and spiritual growth opportunities.
5. Possess a familiarity of United Methodist theology and policies.
6. Be able to build good working relationships.
7. Possess and maintain a trustworthy and responsible work ethic.

Duties:

1. Lead in the planning and implementation of Youth Fellowship ministries under the supervision of the pastor.
2. Work closely with the youth leadership team, pastor, parents, and adult volunteers in providing consistent and timely communication of goals, activities and schedules.
3. Support and encourage participation in district Youth Council and activities.
4. Be on site at the church for Sunday morning worship and Sunday evening youth activities. Participate in the majority of scheduled youth activities and maintain contact with youth throughout the week. Hours are flexible for a total of 10 hours per week. Consideration is given for extended hours due to activities such as retreats and trips.
5. Maintain a balanced youth ministry program between worship, fellowship, education and service.
6. Recruit parents and other volunteers to participate in activities and events for the Central United Methodist Youth Fellowship.
7. Ensure that all necessary teaching and learning materials are ordered and available for use.
8. Provide the names, addresses and phone numbers of Youth fellowship members and visitors to the pastor to facilitate appropriate further contact.
9. Will understand and follow the Central UMC Child Protection Policy.
10. Attends regularly scheduled meetings with the pastor.

Accountability:

1. The Youth Ministries Intern is accountable to the pastor and the Pastor/Staff Parish Relations Committee.
2. One week paid vacation will be awarded according to the vacation policy if contract is for 12 months.
3. Absences must be scheduled sufficiently in advance with the pastor and approved by the chair of the Pastor/Staff Parish Relations Committee.
4. Use of personal vehicle for church business will be reimbursed up to the allowable amount stated in the Annual Budget. The request must be properly submitted to the Church Treasurer.

Conditions of Termination:

Central United Methodist Church agrees to employ the Youth Ministries Intern on a contractual basis. Central United Methodist Church will terminate this contract for poor job performance; illegal or immoral behavior; or personal or professional conduct that reflects negatively on the United Methodist Church, Central United Methodist Church or any of its members. If termination is for poor job performance, the contract is null and void 30 days after receiving or being mailed a certified written notice. Either party may give written notice of termination, with or without cause, thirty (30) days prior to the effective end date of the termination for this position.

Probationary Period:

All new employees in the position of Youth Ministries Intern will serve a six month probationary period, with a review by the pastor and Pastor/Staff Relations Committee at 90 days and again at the end of the six months.

A criminal history records check must be completed by the Virginia State Police or local law enforcement agency as a condition of employment with Central United Methodist Church. Negative results of the records check may result in termination of employment.

Employment, conditions of employment, evaluation of ministry and salary are subject to semi-annual review by the Pastor/Staff Parish Relations Committee.

Adopted 9/12/2010