



**Job Title:** Youth Ministry Associate

**Reports To:** Director of Youth Ministry

**FLSA Classification:**  **Exempt**  **Non-Exempt**

**Date Drafted:** March 2026

**Status:**  **Full Time**  **Part-Time**

**Position Collaborates with:** Children's Ministry, Worship Ministry, and Church staff

### Position Summary

Buncombe Street Methodist Church is seeking a passionate, spiritually grounded, and relationally gifted leader to serve as our Youth Ministry Associate. This role brings energy, creativity, and primary leadership to our Middle School Ministry (6th–8th grade) and Confirmation Program, walking with students through some of the most formative years of their lives. The Youth Ministry Associate helps students explore their faith, build authentic friendships, and understand who God is calling them to be. Working closely with the Director of Youth Ministry, this leader helps shape a unified 6th–12th grade discipleship pathway and contributes to a fun, collaborative, and supportive ministry culture. The ideal candidate loves building community, empowering volunteers, and creating environments where students feel welcomed, known, and excited to follow Jesus.

### Position Responsibilities - Essential

#### Middle School Ministry Leadership (6th–8th Grade)

- Lead weekly middle school gatherings, including Sunday School, small groups, and special events.
- Provide engaging, age-appropriate biblical teaching rooted in the Wesleyan tradition.
- Build meaningful relationships with students and families.
- Foster a welcoming and spiritually engaging environment where students grow in faith and community.
- Help coordinate retreats and youth-wide events in partnership with the Director of Youth Ministry.
- Be available to serve as an overnight chaperone for weekend retreats and special events as needed.

#### Confirmation Program Leadership

- Oversee implementation of the Confirmation curriculum.
- Teach regularly and equip additional teachers and mentors.
- Serve as the primary point of communication for Confirmation families.
- Recruit, train, and support Confirmation mentors.
- Prepare students for profession of faith and baptism in coordination with pastoral staff.
- Support students' transition into ongoing youth discipleship following Confirmation.

#### Volunteer Leadership

- Recruit and equip middle school small group leaders and Confirmation mentors.
- Build a joyful, supportive volunteer culture where adults feel confident, encouraged, and spiritually equipped to invest in students.
- Provide training, encouragement, and ongoing support for volunteers.
- Foster a culture of servant leadership and spiritual maturity among the volunteer team.
- Ensure all Youth Ministry volunteers are equipped and compliant with Safe Sanctuary policies.

#### Ministry Collaboration

- Partner with the Director of Youth Ministry in ministry planning and discipleship strategy.
- Support retreats, mission trips, and youth-wide events as needed.



- Participate in church-wide initiatives and ministry collaboration across departments.
- Work with Children’s Ministry to ensure a smooth and relational transition into middle school ministry.

**Administrative Support for the Director of Youth Ministry**

- Maintain systems for scheduling, communication, curriculum management, and ministry organization.
- Ensure all environments meet safety, cleanliness, and security standards.
- Oversee/order supplies for youth rooms and activities.
- Support all Youth ministry programming through Realm registrations, logistical support and communications.
- Ensure rooms are set up and ready to receive youth for all events.
- Other duties as assigned by the Director of Youth Ministry.

**Essential Skills and Experience**

- Bachelor’s Degree in a ministry-related major preferred.
- 2+ years of experience in youth ministry or student discipleship preferred.
- Demonstrates a growing and vibrant relationship with Jesus Christ.
- Agreement with the theological beliefs of Buncombe Street Methodist Church.
- Passion for discipling middle school students.
- Commitment to prayer and spiritual leadership.
- Ability to teach Scripture and communicate effectively with adolescents.
- Strong relational, organizational, and leadership skills.
- Ability to recruit, equip, and shepherd volunteers.
- Works well in collaborative environment.
- Strong communicator with students, parents, and volunteers.
- Adaptable, organized, and solution-oriented.
- Demonstrates integrity, humility, and a strong work ethic.
- Flexible schedule to accommodate Sundays and weekend events.
- Working knowledge and use of Microsoft Office suite.
- Experience with Canva, Constant Contact, Realm, and/or Espace preferred.

<b>Mental &amp; Physical Demands- ADA Guidelines</b>				
<b>Physical Demands</b>				
Stand	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Walk	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Sit	<input checked="" type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Handling	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Reach Outward	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Reach Above Shoulder	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Climb	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Crawl	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Squat or Kneel	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
Bend	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
<b>Lifting Requirements</b>				
10 pounds or less	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
11 to 20 pounds	<input type="checkbox"/> Constantly	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> N/A
21 to 50 pounds	<input type="checkbox"/> Constantly	<input type="checkbox"/> Frequently	<input checked="" type="checkbox"/> Occasionally	<input type="checkbox"/> N/A

