

Director of Youth Ministry & Communications (Full-Time)

Atascocita Methodist Church | Humble, TX 77346

Full-Time | Approx. 40 hours/week (30 hours Youth / 10 hours Communications)

Non-Exempt | On-site | Work Remotely: No

Must be able to reliably commute

About Us

Atascocita Methodist Church is a suburban church in Northeast Houston. We are a growing church in a growing area and we are making a deep impact on the children and families in our community.

Position Summary

The Director of Youth Ministry & Communications provides leadership for a Christ-centered, relational, and discipleship-focused ministry to students in grades 6–12 while also managing church communications and social media.

This role is responsible for planning and implementing age-appropriate ministry programming, engaging students and families, recruiting and leading volunteers, maintaining Safe Sanctuary standards, and supporting church-wide communications through digital and print channels.

This position also facilitates the church's relationship with the Scouting community and seeks to engage those youth and families in the life of the church.

Spiritual Expectations

To be successful in this position, the applicant must profess Jesus Christ as Lord and Savior, be committed to personal spiritual growth and a healthy lifestyle, and be a strong example as well as leader of others in the Methodist faith.

Education, Experience, and Skill Requirements

- Must embrace Christian discipline and Wesleyan/Methodist doctrine and theology
- Bachelor's degree in a related field preferred
- Must be aware of resources for developing youth ministry programming
- Must have excellent written and verbal communication skills, conflict management skills, and computer skills
- Dynamic, energetic person with a passion for leading youth in discipleship
- Experience working successfully with youth is preferred
- Social media and communications skills are critical
- This position can be physically demanding (mission trips, lock-ins, games, set-up/take-down of equipment, etc.) and requires flexibility in scheduling time for evenings, Sundays, occasional Saturdays, and camp weeks

Principal Responsibilities

- This full-time position is responsible for planning and implementing age-level appropriate ministry to and with mid-high and high-school students in line with the church's vision and discipleship plan, with clear goals to grow participation in all areas.
- This position facilitates the church's relationship with the Scouting community and seeks to engage those youth in the life of the church.

Summary of Major Job Responsibilities

Youth Ministry Leadership (Approx. 30 hours/week)

- Coordinate Sunday School curriculum for youth (grades 6–12) and recruit teachers; teach as needed
- Coordinate and implement Sunday night activities (MYF)
- Coordinate and implement midweek activities/groups for youth
- Mentor youth in developing leadership skills
- Coordinate and teach Confirmation classes in partnership with the pastor(s) and other teachers/leaders
- Maintain records of youth participation and manage the youth ministry budget
- Communicate in a timely manner using all available resources (email, social media, bulletin boards, newsletter, etc.)
- Be available to youth in a variety of ways (extracurricular activities, visitations, etc.)
- Take youth to camps, mission trips, and connectional events
- Establish and maintain relationships with community schools and organizations
- Coordinate with other staff members regarding calendar and church communication
- Recruit and train volunteers who work with youth in youth ministry
- Ensure the Safe Sanctuary Policy is observed in all youth ministry settings

Youth Presence & Relational Discipleship Expectation

A key expectation of this role is meaningful connection with students beyond scheduled church programming. This includes supporting youth in their everyday lives through consistent presence, encouragement, and relationship-building, such as:

- Attending student activities when appropriate (school plays, athletic games, performances, competitions, etc.)
- Providing pastoral care, prayer, encouragement, and support through life events
- Building relationships with families through regular communication and visibility

Church Communications & Social Media (Approx. 10 hours/week)

- Manage and execute a weekly communications workflow in coordination with church staff
- Create and schedule social media content to support worship, youth ministry, children's ministry, and special events

- Assist with weekly church announcements and promotion of upcoming events
- Maintain communication consistency across all platforms (tone, brand, accuracy, timeliness)
- Support creation of graphics and digital communication materials (Canva or equivalent)
- Assist with bulletin/newsletter/website updates as assigned
- Gather photos and ministry highlights to tell the story of the church's mission and impact
- Respond appropriately and promptly to communication needs and inquiries routed through communication platforms

Core Competencies

- **Mission Ownership:** Demonstrates understanding and full support of the mission, vision, values, beliefs of Atascocita Methodist Church; ability to communicate and teach these to others
- **Professional Skills:** Demonstrates passion and calling for Discipleship (Christian Education and Spiritual Formation) for children, youth and families
- Exhibits proficiency in planning, management and implementation of a multi-faceted ministry; views and promptly acknowledges emails, text messages, and voicemail regularly
- **Spiritual, Emotional and Professional Maturity:** Has an annual self-initiated and communicated personal/professional growth plan to strengthen and improve effectiveness in ministry
- **Process Management:** Organizes people, systems, and workflows effectively; understands how to separate and combine tasks into efficient work flow
- **Task Completion:** Follows through with people and tasks until the end result is achieved and evaluated
- **Problem Solving:** Uses logic and sound judgment to solve problems and implement effective solutions; probes for fruitful sources of answers and looks beyond the obvious

Hours of Work

Full-Time, Non-Exempt (Approx. 40 hours/week)

This position requires flexibility based on ministry needs. Regular responsibilities include:

- Sunday mornings
 - Sunday evenings
 - At least one other weeknight group meeting
 - Occasional Saturdays, retreats, mission trips, and camp weeks
- Summer hours may vary.

On-Site / In-Office Requirement

This is an on-site position. The Director of Youth Ministry & Communications is expected to work **on campus a minimum of four (4) days per week** in order to support ministry presence, staff collaboration, volunteer coordination, and timely church communications.

Work will take place primarily in:

- Church office and administrative areas
- Youth ministry spaces/classrooms
- Worship and gathering spaces as needed
- Other church facilities as required for events, set-up, and ministry programming

Detail of Physical Activities

A normal work week will consist of walking, light lifting, sitting, use of computer and copier machines, frequent bending and stooping, with occasional sitting on the floor.

A special-event week will consist of walking, moderate-to-heavy lifting, standing for long periods of time, dancing, with frequent bending and stooping.