

Director of Youth Ministry

Reports to:	Pastor
Directly Supervises:	Youth in Youth Groups
Status:	Part Time – 30 Hours
FLSA:	Exempt

Job Summary

The Director of Youth Ministry will be responsible for, but not limited to, directing, mentoring, and supporting the youth of the congregation, grades 4 – 12; provide opportunities for spiritual and faith growth; be a resource to and assist the youth advisors with weekly programs, retreats, mission trips and fellowship activities; work in cooperation with the Co-Pastors, and the Youth Advisory Committee (YAC) to involve the youth in the whole life and ministry of Trinity Presbyterian Church and the community.

The Director of Youth Ministry will build a community among young adults at Trinity, nurturing them in faith formation and hands-on mission.

Essential Functions-Ministry to Youth:

- Work with the co-pastors, YAC and others to develop and implement the future vision for the ministry.
- Provide continual evaluation of the program to the youth, parents, YAC, and staff, encourage constructive feedback and input, and implement changes to the youth program as agreed upon.
- Build and maintain a spirit of inclusive Christian community and family for Trinity's youth. Be a mentor, companion, resource, and role model for Trinity's youth and their families. This includes ensuring the inclusion of youth with special needs.
- Provide opportunities for spiritual and faith growth to the youth through leadership opportunities, fellowship activities, service and mission projects, mentoring, etc.
- Work directly with and advocate for the youth, encouraging them to actively participate in the life of the church (i.e., worship, committees, choirs, educational opportunities, Vacation Bible Camp, service and mission projects, retreats, etc.)
- Develop and maintain relationships with the parents and include parents in the ministry.
- Be a part of the worshipping community of Trinity on a regular basis, and be visible and available to the youth, young adults, and parents in the congregation.

Essential Functions-Youth Group:

- Develop, maintain, facilitate, and improve elementary (Trinity Tribe), junior high, and senior high school fellowship groups. This would include outreach to the community to attract new youth membership.
- Recruit, train, and support adult volunteer Youth Advisors to be actively involved in youth group activities and programs.
- Research and provide information and resources for group meetings and discussions, retreats, mission trips, and other service and mission projects.
- Be a resource and leader to the youth and advisors at weekly youth group meetings.
- Develop and maintain an online calendar (or similar) to ensure that youth events are publicized to the youth and congregation in a timely manner (1 week minimum), and ensure that events are also publicized through the Sunday bulletin and announcements, the church newsletter, the Trinity website, emails, or other appropriate forms of communication.

- Foster diversity among the youth, advisors and other volunteers in the program.
- Work cooperatively with other churches, organizations and youth leaders to develop interchurch and interdenominational, and community youth ministry events, including international organizations and efforts.

Essential Functions- Administrative:

- Maintain regularly scheduled office hours in order to be accessible to youth, parents, church staff, etc.
- Attend weekly planning meetings with the Co-Pastor of Discipleship and work with the Co-Pastor of Discipleship on matters concerning the youth ministry program.
- Attend weekly staff meetings and other related meetings (i.e., Session meetings), as needed.
- Regularly engage Session liaison with regards to planning and budgeting functions of the Youth Ministry and provide monthly updates, or more frequently if appropriate.
- Work with the designated Session and Personnel liaisons to develop any necessary reports.
- Work with YAC & church to coordinate fund-raising for mission trips and activities.

Future Planning – Young Adult Ministry:

- Work with Trinity leadership to research and develop a plan to create a “Young Adult” ministry.

Core Competencies:

Personal:

- Compassion and Care
- Ethics and Values (preferably Presbyterian beliefs)
- Integrity and Trust
- Self-Development
- Self-Differentiation
- Time Management
- Initiative
- Personal Resilience

Organizational:

- Attention to Detail
- Creativity and Innovation
- Informing others
- Interpersonal skills with advisors and youth and congregation
- Verbal and Written Communication
- Technical Expertise (including IT)

Leadership:

- Mission Ownership
- Delegation
- Developing Others
- Team Building
- Fostering Relationships
- Listening
- Decision Making and Problem Solving
- Priority Setting
- Project Management

- Team Orientation

Minimum Qualifications:

In addition to passing a criminal background check as a condition of employment, the Director of Youth Ministry at Trinity Presbyterian Church must:

- Have significant experience working with youth
- Possess good communication skills (written and oral)
- Demonstrate good leadership, organizational and collaborative skills
- Be able to identify and foster leadership skills in the youth of Trinity
- Display a personal aptitude for spiritual, emotional, and social and physical wellness
- Possess an attitude of flexibility and adaptability in the face of the changing moods, plans, and directions common to working with youth and parents
- Possess a sense of humor and an energetic personality
- Relates well to all age levels and be inclusive of all youth
- Bachelor's Degree (preferred) from an accredited college or university, or have a minimum of two years of experience working as a Youth Director or in a leadership role for a similar program.
- Prefer someone of Presbyterian Faith, but other Faiths may be considered

Benefits:

The Director of Youth Ministry at Trinity Presbyterian Church is a part time position (30 hours per week). The position requires some working evenings, weekends, overnights as well as set core and office hours. The salary is commensurate with experience and other benefits may be provided on a pro-rated basis.