

TRINITY PRESBYTERIAN CHURCH
PURCHASE, NY

YOUTH MINISTRY DIRECTOR

Job Title: Youth Ministry Director (Part-Time)

The primary role of the Youth Ministry Director is to lead our ministry programming for middle & high school students, and assist with the ministry to 4th & 5th graders for Trinity Presbyterian Church.

Accountability Relationships

1. **Relationship to Senior Pastor:** Like all staff, the Youth Ministry Director serves under the leadership of the Senior Pastor. Relationships of friendship, collegiality, and accountability are to be expected among the church staff. The Youth Ministry Director is to attend regular staff meetings on Mondays.
2. **Relationship to the Executive Pastor Director:** The Youth Ministry Director will report directly to the Executive Pastor in order to set goals, organize the ministry, and for regular coordinating meetings. The Youth Ministry Director will attend the Executive Pastor's weekly staff meeting and other meetings as needed.
3. **Termination of employment:** The Youth Ministry Director serves under the direction of the Executive Pastor, who, with the support of the Senior Pastor and in consultation with the Session, may terminate the position.

Responsibilities

The ministry of the Youth Ministry Director has the following responsibilities:

Youth Ministries

1. Plan and promote ministries to middle & high school students (and their families), including regular youth group meetings, fellowship events, retreats, etc.
2. Attend and lead weekly high school and middle school youth groups (currently Wednesday and Saturday Evenings).
3. Develop and lead a team of volunteers who assist in the youth ministry.
4. Plan, purchase, distribute, and review curriculum for the middle & high school Sunday School classes (Sunday classes from 9:00-9:45am on Sundays).
5. Work with Sunday School volunteers to make sure that teachers know the curriculum they are to teach, have the tools and training to teach the students effectively, and to meet regularly (at least twice a year is recommended) to review progress and assess any challenges.
6. Report any Sunday School volunteer needs, concerns, or problems to their supervisor, who shall assist in helping address these needs and concerns.
7. Regularly meet with high school students for discipleship and fellowship.

Other Responsibilities

1. Assist in the Fourtify ministry (4th & 5th Grade) as needed, as this is the “stepping stone” to the youth group (Sundays from 10:15-10:45am).
2. Maintain youth and family contact information in the church database. This database is to be used for recording attendance, and contacting teachers, volunteers, students, and parents.
3. Communicate regularly with parents and students.
4. Maintain budgets and budget reports.
5. Attend the quarterly & Ministry Community Meetings (MCMs), and provide updates as required.
6. Attend other leadership meetings as needed.

Job Requirements

The Youth Ministry Director shall work within the following general guidelines:

1. The work week would normally be approximately 20 hours per week, although weeks with more hours may at times be necessary.
2. The Youth Ministry Director shall receive regular holidays and two weeks vacation.
3. Items purchased for ministry use shall, subject to budgetary limits, be purchased by the church.
4. Ministry-related travel (outside of ordinary commuting and local travel) shall be reimbursed by the church.
5. The Executive Pastor shall review and evaluate the work of the Youth Ministry Director, with the assistance of the Session and other relevant ministry leaders as needed. Formal performance reviews shall be conducted annually.

Education & Experience

1. The Youth Ministry Director should have experience in effective leadership in ministry with students.
2. The Youth Ministry Director should possess at least a bachelor's degree, and additional studies (especially in ministry or education) is, while not required, a plus.
3. The Youth Ministry Director needs a proven track record of effective ministry and sound character.
4. The Youth Ministry Director will be required to be a member (or associate member) of Trinity Church.