

## PCPC Job Description

*Park Cities Presbyterian Church exists to extend the transforming presence of the Kingdom of the Lord Jesus Christ in Dallas and to the world.*

**Job Title:** Female Ministry Leader to Young Adult Women  
**This is a full-time (40 hours a week) exempt position, not eligible for overtime**

**Name:** OPEN

**Date:** May 16, 2023

### **Purpose of Role**

Provide ministry coordination and lead female young adults (ages 22-35) with an emphasis devoted to the shepherding, discipleship, and connecting of young women while helping implement strategy, direction, and set objectives in partnership with the Director of Community Formation & Young Adults. Shepherd young adult women through weekly or frequent programming such as small groups, events, Bible studies, Sunday morning communities, and the Young Adult Working Team.

### **Alignment with Mission and Vision**

The Female Ministry Leader to Young Adult Women helps young women connect to other women and to PCPC at large. This position helps provide tools and community to enable young adults to abide in Christ. This role extends Christ through building relationships and creating spaces for those who do not know Christ to be welcomed into our community.

### **Key Job Responsibilities**

#### **A. Abide in Christ**

- a. Dependent, abiding relationship with Christ personally expressed through the Five Statements of Identity.

#### **B. Ministry Leadership and Equipping**

- a. Help develop and articulate vision for the Young Adult Ministry with the Director of Community Formation & Young Adults to the larger body, lay leadership, and the ministry.
- b. Recruit lay leaders to serve on ministry leadership teams and facilitate leadership meetings.
- c. Recruit and train lay leaders to lead small groups, Bible studies, book studies, and discussion groups.
- d. Equip young adults in using their gifts to serve the church and surrounding community through the many existing opportunities at PCPC.

#### **C. Discipling, Shepherding, and Connecting**

- a. Disciple and shepherd young adult women at PCPC.
- b. Work with the Director of Community Formation & Young Adults in connecting new women to open small groups and assimilate female young adults into existing groups.
- c. Work with PCPC pastors to engage female young adults through Sunday Morning Communities.
- d. Meet with new young adult women and help them connect to the body.
- e. Caring for those in hard situations, guiding them to biblically informed responses, and following up when necessary.
- f. Informal hangouts for young adult women including lunches, picnics, dinners, happy hours, walks, etc., to facilitate organic community among the women in the Young Adult Ministry.

#### **D. Linkage to PCPC Women's Ministry**

- a. Serve as a direct link for the Young Adult Ministry to the Women's Ministry to build relational equity by working with the Senior Director of Women's Ministry to create opportunities for partnership, integration, and mentorship for young women.

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- b. Provide leadership and leader development for Young Women's Bible Study on Wednesday nights.
- c. To nurture spiritual and organizational group development for Young Women's Bible Study on Wednesday nights, handle all email communication with participants and with leaders.
- d. Responsible for roster management, group development, and curriculum research in collaboration with The Young Women's Bible Study teaching team.

### E. Young Adult Ministry Administration

- a. Work with the Director of Community Formation & Young Adults in all strategy decisions in keeping aligned with PCPC's Connect, Abide, and Extend mission and vision.
- b. Collaborate on and contribute to Young Adult staff meeting agendas, meeting notes, and expense management.
- c. Order all food and supplies for events, meetings, and service projects.
- d. Work with the Director of Community Formation & Young Adults in coordinating outreach events geared to the at-large young adult population in the city of Dallas.
- e. Work with Director of Community Formation & Young Adults to coordinate Sunday Morning Community teachers, schedule, and overall vision and environment of Ambassadors.
- f. Oversee and manage all social accounts; manage all communication through Instagram, Facebook, and Twitter; manage the Linktree account; create social media strategy and engagement for the Young Adult Ministry.
- g. Plan, organize, coordinate, and attend all Young Adult events.
- h. Handle all external communication to the Young Adult Ministry at-large pertaining to small groups, Bible studies, events, and all other ministry opportunities.
- i. Manage both Young Adult GroupMe's by adding, removing, communicating, moderating, and monitoring discussion.
- j. Create, manage, and maintain Signup Genius and communication.
- k. Manage the Young Adult email inbox. Direct all communication to the right person.

### F. Additional Ministry Responsibilities

- a. Coordinate and execute social gatherings geared to the large Young Adult population at PCPC, including all communication, acquiring of necessary supplies, and follow-up.
- b. Work with PCPC Missions Department to coordinate and facilitate mission opportunities for young adults, including yearly trips to Japan.
- c. Discerning the best programs and events to get young adults involved in the Young Adult Ministry and PCPC.
- d. Make strategic decisions with the Director of Community Formation & Young Adults for the Young Adult Ministry in keeping with the vision and mission of PCPC.

### Training, Education, and Experience

College degree required. Ministry experience as a church employee, resident, or volunteer is preferred. Seminary preferred, but not required. Must be proficient in Microsoft Office; will be trained to work in Ministry Platform Database. Sunday morning attendance is required, as is PCPC membership.

### Required Competencies and Skills

- Engaging and highly relational
- Exceptional administrative, organizational, and execution skills
- Must possess excellent verbal and written communication skills; excellent listening skills
- Must take initiative and be able to work independently and collaboratively
- Flexible and joyful
- Strategic thinker with ability to give attention to details and next steps
- Must be able to exercise judgment and objectivity with wisdom and discernment

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- Must possess and exhibit a servant's heart with a calling to work with women
- Must be a good manager of resources; able to prioritize responsibilities
- Able to maintain confidentiality
- Demonstrates initiative
- Must be able to manage and coordinate ministry and project activities well
- Must exercise good judgment and exhibit good decision making skills
- Must understand overall strategic focus and be able to communicate vision with ease

### **Additional Information**

**Department:** Christian Formation

**Job Family:** Ministry Leader

**Supervisor:** Director of Community Formation & Young Adults (John Paul Schulze)