

## 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.*

PCPC's Mission Statement

Job Title: Two-Year Part-Time Middle School Male Youth Resident    Job Family: Youth Resident  
Name: OPEN    Department: Family Ministries / Youth Ministry  
Date: July 15, 2025    Supervisor: Ministry Leader of Middle School

### **Purpose of Role**

Lead 6<sup>th</sup> – 8<sup>th</sup> grade students and their families into the body of Christ, nurture them in their relationship with Christ, and equip them to serve in the name of Christ. Perform all work to the glory of God.

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

Out of the overflow of an abiding relationship with Jesus and in the context of a team (both the youth staff and volunteer leaders), a youth resident seeks to reach students who do not know Jesus, disciple those who do, and send disciples to be servants and missionaries in Dallas and the world.

### **Key Job Responsibilities**

#### **A. Ministry**

- Pursue personal growth, theological understanding, and ministry assessment
- Meet with youth staff weekly for discipleship, training, and support; complete all assignments and fulfill assigned responsibilities
- Participate in relational ministry with students. Spend time with students outside Youth Ministry programs and events. Visit students on their own turf (i.e., school, sporting events, home, etc.). Pursue lost students as well as those who know the Lord.
- Support and facilitate assigned weekly Small Group Ministry
- Participate in Student Ministry Team development. Pursue and build meaningful, personal relationships with staff, other residents, youth, and parents of youth. View the ministry with a team mentality and nurture relationships not just with students but also with lay leaders serving in the ministry alongside you. Facilitate opportunities to fellowship with and encourage lay leaders and parents in the ministry.
- Participate in the planning, leading, and evaluation of assigned student ministry events including Sunday school, small groups, special events, camps, conferences, retreats, mission trips, etc.

#### **B. Team**

- Interface with other ministries and departments to better understand each one and its role within the church
- Perform assigned duties and tasks in a manner that contributes to team outcomes rather than personal glory
- Accountable for team behavior and contribution

#### **C. Financial**

- Must steward resources well
- Submit timely credit card expenses with receipts on a monthly basis

#### **D. Administration**

- Perform required administrative duties, including responding to emails in a timely manner and keeping record of student meetings weekly

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### Training, Education, and Experience

College degree required. Must be an active member in a local church.

### Competencies and Skills

- Must be engaging and able to work comfortably and communicate well with employees, volunteers, leadership, PCPC members, and parents of students in the ministry.
- Must demonstrate initiative in relational ministry and be comfortable reaching out to students and managing weekly student connections.
- Follows-through in a timely manner without having to be prompted.
- On-time to meetings and responsive to emails, phone calls, and texts in a timely manner.
- Able to work independently and collaboratively; is a self-starter and a team player.
- Generates new ideas to improve ministry area(s).
- Must be able to exercise judgment and objectivity with wisdom and discernment.
- Must possess and exhibit a servant's heart and positive attitude.
- Able to prioritize responsibilities.
- Able to see issues from multiple perspectives and prioritize tasks and/or actions accordingly.
- Able to assess situations accurately and make a confident and knowledgeable decision in the absence of the immediate supervisor.
- Able to recognize and forecast challenges and/or problems. Possesses the ability to make decisions on a systematic review of relevant facts and information. Elevates concerns or problems to immediate supervisor and/or pastoral leadership when necessary.
- Able to manage resources well by accurately estimating resources and time required to complete tasks and/or projects, by identifying and securing resources needed to complete tasks and initiatives, and by keeping immediate supervisor/pastoral leadership well informed regarding management of resources and/or problems that arise.