

Trinity Presbytery
Position Description
Part Time – Youth Ministry Coordinator

A. Job Summary

The Trinity Presbytery Youth Ministry Coordinator (YMC) will provide leadership for presbytery-level youth activities and support youth ministry at churches that do not have a staff youth director. To that end, the YMC will offer resources and training for laity who are volunteer youth directors and workers. The YMC will also be responsible for developing the Trinity Presbytery Youth Council (TPYC) and to mentor its membership base (that will consist of youth and adults). As a virtual part-time (5-hours/week) member of Trinity Presbytery Staff, the YMC will report to the General Presbyter and will serve ex-officio on the Discipleship Resource Team (DRT) as head of the Youth Ministry Focus Group.

The Personnel Committee shall exercise discretionary judgment in the hiring of the person to fill this position based on the recommended qualifications and responsibilities herein.

B. Qualifications

1. Must be a member of a church in the Trinity Presbytery.
2. Must submit to a background check.
3. Must comply with all employee guidelines of Trinity Presbytery.
4. Must have a driver's license, a working vehicle, a computer, and a cellphone.
5. Must be willing to work while on the road.
6. Must be willing to make intrastate and interstate trips.
7. Must provide a narrow Statement of Faith detailing their vision for the Trinity Presbytery youth, and their commitment to Christ and provide a short video testimony/devotional (with or without slides) focusing on what Christian leadership means to them and how it can be leveraged to disciple youth.

C. Employee Category and Compensation

1. Virtual; may work away from the office of Trinity Presbytery.
2. Expected to work an average of 5-hours per week (20-hours per month).
3. Will be paid a monthly stipend of \$400 (\$4800 annual).
4. Reimbursable budget for travel up to \$400 per year.
5. Employment status will be evaluated annually.

D. Responsibilities

1. Attend all Trinity Presbytery meetings.
2. Attend all Trinity Presbytery Staff meetings.
3. Attend all Discipleship Resource Team meetings or provide a Youth Council Representative to attend on behalf of the YMC.
4. Co-Moderate all Trinity Presbytery Youth Council meetings with Youth Leadership.
5. Coordinate with all Presbyterian-affiliated sites that Trinity Presbytery youth could attend.
6. Organize an annual professional development retreat for the Youth Council.
7. Develop or recommend curriculum for youth groups in Trinity Presbytery.
8. Coordinate with youth groups in the Trinity Presbytery that do not have a staff youth director.
9. Prepare and submit a Youth Ministry Focus Group progress report for Presbytery, Staff, and DRT meetings.
10. Coordinate with other youth workers or Christian Education professionals in Trinity Presbytery.
11. Manage a line-item budget for all funds and expenses.
12. Develop all bylaws, policies, and procedures pertaining to the Youth Council.
13. Serve as Trinity Presbytery point person/registrant for Triennium.

FOR INQUIRIES INTO THIS POSITION, PLEASE CONTACT
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