



Trinity Presbyterian Church - Job Description

Job Title:	Director of Youth and Family Ministry
Position Status:	Exempt, ministerial exception, not eligible for overtime
Position Schedule:	Full time (generally Sunday through Thursday, with flexibility)
Supervisor:	Pastor/Head of Staff
Accountable To:	The Pastor/Head of Staff and the Session of church
Date:	March 2024

PURPOSE

The Director of Youth & Family Ministry will provide leadership for a well-established youth ministry program, engaging middle & high school students with the Good News of Jesus Christ, inviting them to love God, to love neighbors, and to build community in a safe, supportive, and inclusive environment. Trinity is a worshiping community dedicated to *“living the Gospel in the heart of Tacoma”*, and the mission for our Youth and Family Ministry is to *“grow authentic, committed and loving followers of Jesus, one relationship at a time.”*

DUTIES

- **Lead the Youth program** for Trinity’s students in 6th to 12th grade. Shape a program that gathers students for fun/fellowship, faith formation/discipleship and service while seeking to build a supportive peer group among the youth. Currently, this is achieved through:
 - Two midweek youth groups (Middle & High School) on Wednesday nights
 - Sunday morning programs (such as smaller grade-level monthly LIFE groups, Middle and High School Sunday School classes, service Sundays and more)
 - Service opportunities like Middle School tutoring with the Trinity Afterschool Program
 - Other special events like: summer mission trips, retreats, and the 30 Hour Famine/Fast for Tacoma.

The Director will be encouraged to envision new programming and/or adjust current programming to meet the ever-changing needs of our youth.

- **Lead the Youth Ministry Team** (a team of 5-8 parents and volunteers) that gathers to give guidance, direction, prayer and support to Trinity’s Youth Ministry monthly.
- **Recruit and train** adult volunteers; including midweek youth group and LIFE group leaders.
- **Connect pastorally** with youth and their families, visiting in their homes, schools and other appropriate locations for mentoring/discipleship. Maintain a current database of youth that is shared with the Youth Team.
- **Oversee “Faith Journey” events for youth.** These include but aren’t limited to: 6th Grade Welcome celebration, Catechumenate (Confirmation), and High School Graduation. Special attention is given to working with the Pastor and volunteer team on the “Catechumenate” program for students in early High School.
- **Be a regular, active leadership presence on Sunday mornings** at Trinity in worship and in the classrooms.

- **Resource Trinity parents for their role in their child's faith formation** alongside the Director of Children & Family Ministry through intergenerational events, parenting resources, etc. Also, partner with the Director of Children & Family Ministry to ensure strong continuity between children's ministry into youth ministry.
- **Provide clear and consistent written and verbal communication** with parents of youth and the congregation in general. This includes verbal announcements on Sundays, youth announcements through a weekly email to youth and families, Trinity's eNews and other electronic media.
- **Propose and manage the youth budget lines of the Trinity budget.**
- **Other duties** as needed to include but not limited to: ensuring compliance with Trinity's Children, Youth & Vulnerable Adult policy, attending weekly staff meetings, occasional Session meetings, and Youth Team Meetings.
- **Pursue an active and healthy personal spiritual life** through regular habits of prayer, a weekly Sabbath, engaging with scripture, support groups, and continuing education.

EXPERIENCE AND QUALIFICATIONS

- **Faith & Call:** A person of sincere and mature Christian faith who finds great joy in working with youth.
- **Youth Ministry Experience:** At least two years experience working with youth in a church or parachurch setting (paid or unpaid).
- **Leadership:** Excellent organization and communication skills. Ability to see the needs and priorities of the youth ministry while working with minimal supervision.
- **Biblically & Theologically Grounded:** Biblical understanding (major themes, characters, chronology) and theological awareness. Able to communicate practically and clearly on biblical/theological concepts - like the meaning of the sacraments (Baptism/Lord's Supper), the humanity/divinity of Christ, the meaning of the Resurrection, or the practice of prayer.
- **Developmentally-Aware:** An understanding of youth development - psychologically, physically, socially and spiritually.
- **Inclusive:** A welcoming and inclusive posture towards students and families of all types including LGBTQ+, neurodiverse students, and students with a disability.
- **Education:** Bachelor's degree in a ministry or education-related field is preferred.
- **CPR certified:** Must be CPR certified or willing to be certified at church's expense
- **Background Check:** Successful candidates will be subject to Background Check.