

JOB DESCRIPTION

YOUTH DIRECTOR

TRINITY PRESBYTERIAN CHURCH
5533 North 16th Street, Arlington, VA 22005

Trinity Presbyterian Church, a progressive, growing faith community in Arlington, VA, is looking for a fun-loving youth minister to oversee our active youth program. This is a full time 40 hour position with benefits and salary of \$45,000.

Who we are:

- A vibrant, mission-oriented church that is open and welcoming to everyone
- We are led by our beloved pastor, Judith Fulp-Eickstaedt, and our talented director of spiritual formation, Ben Stewart, who have served the Trinity community for 17+ years (trust us, you won't find two better colleagues and mentors!)
- We are known for our active women's circles, inspiring mission trips, coffee house concerts, trivia and board game nights, all-church picnics, fire pit gatherings, and more
- During the pandemic, we worshiped outside, inside, in the parking lot, on the lawn, in the outdoor chapel, and at home (like Visa, our worship is "everywhere you want to be")

What we're looking for:

The youth director is a vital member of our community, which has seen continued growth, especially among young families. We are looking for someone who can guide and foster the spiritual development of our young people while advancing their own faith journey.

Other qualities we are seeking in a candidate:

- Someone who can relate to young people and empathize with where they are in life, understanding that some might have little exposure to the church or deep questions about their own faith
- Someone who can make everyone feel comfortable and like they belong
- Someone who is as comfortable breaking down the gospel as hosting a laser tag outing or church sleepover

Flexibility and skill-building opportunities:

Roughly 75% of the youth director's responsibilities are expected to be devoted to supporting the youth program. But the other 25% of hours are flexible and, in coordination with the director of spiritual formation, will be used to support the ministry of the wider church, including areas such as:

- mission support
- young adult ministry
- intergeneration events

We are committed to being a place where each member of the staff can bring their own unique skills to the job and develop new skills that will equip them for ministry with our congregation and future congregations they may serve.

Position responsibilities include:

1. Youth Spiritual Development, Education and Fellowship. Work under the guidance and direction of the Director of Spiritual Formation to maintain and nurture a consistent, meaningful program for youth spiritual development (and fun).

2. Sunday Evening Youth Program. Maintain and lead the Sunday evening youth program that connects youth (6th – 12th grade) to one another, giving them space to discover faith in their own way and explore their own discipleship and leadership in the church.

3. Sunday Morning Youth Education. Lead Youth Education on Sunday mornings (supported by adult volunteers).

4. Other Youth Group Activities. Create safe places and activities for youth to meet with adults and other youth for fun and fellowship.

Position Requirements:

1. Hours: This position is 40 hours per week, with consideration for longer hours that may be required some weeks for retreats or other special events.

2. Youth program on-site/in person hours: Sundays 9am-1pm and 6:30-9pm; 2 weekend youth retreats per year; 1 week summer youth mission trip; 2-3 hours per week other youth activities.

3. Administrative on-site/in-person hours: 2-3 hours a week consistent “office hours” for meetings and general planning; 1 hour weekly meeting with the Director of Spiritual Formation; 3 hours per month for weekday staff meetings (presently 1st & 3rd Thursdays, 12:30-2pm); 2 hours per month weekday evening ministry meeting (presently 4th Wednesday 7-9pm); Occasional half-day or day-long staff retreats. Some Administrative hours are flexible or may be negotiable.

The Specific requirements in support of the youth program:

1. Support other staff members who are working with youth (musicians, pastors, etc.), by facilitating opportunities for youth participation in the life of the church.
2. Develop and support adult volunteers: continue to develop new adult volunteers to work with youth as regular leaders and for occasional support; support volunteers in their ministry with youth by holding two volunteer meetings a year and maintaining volunteer schedule.
3. Attend staff and ministry meetings: Trinity staff meeting once per month; and monthly Education & Nurture meeting to report on youth activities.
4. Communication: communicate with youth, parents, volunteers, staff, ministries, and/or wider congregation about youth activities, logistics and needs. Coordinate with Trinity staff to publicize youth interests (newsletter, e-news, social media, website, etc.); maintain updated youth group contact list.
5. Plan and lead Sunday night Youth Group meetings supported by 1-3 consistent adult volunteers. Activities should incorporate faith and fun. Facilitate Small Group monthly gatherings: once a month in lieu of Sunday night Youth Group, youth meet in small groups by gender/age level, usually in someone's home; meetings are led by adult volunteers. Youth director is responsible for facilitating these gatherings by: coordinating with the small group leaders (adult volunteers), suggesting activities and discussion topics, and attending each small group once per school year.
6. Select appropriate curriculum under the guidance of the Education and Nurture Ministry. Plan and lead Sunday morning youth education hour, supported by 1-3 consistent adult volunteers, and maintain teaching schedule for youth director and volunteers.
7. Participate in worship and/or be familiar with sermon and liturgy each week through communication with Pastor and/or Director of Spiritual Formation.
8. Youth retreats: plan, organize and attend retreats for youth spiritual development and group building, including coordinating adult chaperones (presently two per year: one weekend for middle school youth and one weekend for high school youth). Youth mission trip: with adult volunteers, plan and attend a domestic youth mission trip, generally a week in the summer. c. Support youth group members participating in the congregation's intergenerational mission trip by coordinating with Mission & Service Ministry and trip director about youth participation, other support as needed. (Youth Director is not required to go on this trip but may have the option.)
9. Participation in the life of the church and engagement with the wider congregation. Opportunities include attending things like church-wide retreats, picnics/potlucks, Fellowship events, adult classes and small groups, etc.

10. Create and support service opportunities and youth engagement in youth-led and wider church activities. Past examples include: church-wide Crop Walk; helping with VBS; Rebuilding Together; helping Easter craft/egg-hunt event; and youth-led 30-hour fast to support a mission, etc.

Flexibility and Skill-building opportunities:

It is expected that 75% of the position hours will be in support of the youth program. Remaining hours are met in coordination with the Director of Spiritual Formation and depending on your interests and gifts and the needs of the church. The position is flexible as to other responsibilities and opportunities the candidate might want to pursue in the church. Trinity is a very active congregation with opportunities in areas such as mission support, young adult ministry, intergenerational ministry, audio-visual technical support, worship leadership, and small group leadership. We are committed to being a place where each member of the staff can bring their own skills and also grow into other skills that will equip them for ministry with this congregation and future congregations they may serve.

Updated: February 23, 2023