



# TRINITY PRESBYTERIAN CHURCH

CHARLOTTE, NORTH CAROLINA

## STAFF TEAM JOB DESCRIPTION DIRECTOR OF CHILDREN & YOUTH MINISTRIES

REPORTS TO: Associate Pastor  
STATUS: Full-Time Exempt

### JOB SUMMARY

The Director of Children & Youth Ministries, will collaborate with an established core of lay leaders and church staff to provide vision, leadership, and oversight for the youth and children ministries for the congregation. The director will plan and execute youth and children ministry programs, events, and activities that align with church values and goals.

### ESSENTIAL FUNCTIONS

- Fosters a welcoming and inclusive environment for youth, children, and families. Cultivates relationships and connections among the church membership and Weekday School families, and, as requested, any relevant youth-oriented partnerships.
- Organizes annual faith formation ministries in collaboration with Faith Formation Committee, Engagement and Missions Committee, and Weekday School.
- Creates and helps to carry out the church's youth ministry, including fellowship and confirmation, in conjunction with the Faith Formation Committee and youth advisors.
- Maintains a consistent presence on Sundays for youth and family activities, including teaching weekly Sunday School with the assistance of volunteers. Also provides support for children's ministries during the Worship hour.
- Helps plan and lead retreats, service opportunities, and special events that deepen relationships and faith formation among youth and children.
- Engages and supports youth group leaders, providing assistance in leading the group, ministry projects/service opportunities, and participation in church events.
- Oversees leadership recruitment and onboarding for volunteers in children and youth-oriented ministries.
- Along with their supervisor, casts a documented vision for faith formation ministries to serve the ever-changing needs of the church.
- Ensures all ministry activities follow the church's Child Protection Policy, including volunteer screening, training, and supervision standards.

## **OTHER RESPONSIBILITIES**

- Attends bi-weekly staff meetings and monthly session meetings.
- Serves as a co-staff liaison for the Faith Formation Committee.
- Researches, develops and/or organizes curriculum and leads children's weekly Sunday school class with the support of volunteers.
- Coordinates with Faith Formation Committee and Weekday School on seasonal children's ministry events such as: VBS, Christmas Nativity Festival, Trunk or Treat/Fall Festival, and Easter Egg Hunt.
- Maintains and organizes Faith Formation Committee's supplies, curriculum, and other belongings.
- Networks with Christian Formation & youth professionals

## **MINIMUM QUALIFICATIONS**

- Enthusiasm and experience working with children, youth, and families
- A deep commitment to the faith formation of children and youth
- A desire to create a community of faith where children and youth feel safe and welcomed
- Willingness to engage Continuing Education events/certifications as needed
- Bachelor's degree preferred
- Specialized training in youth ministry or Seminary training is a plus
- Clean background check for engaging with youth and children

## **PHYSICAL REQUIREMENTS**

- Ability to move freely in and out of different settings

## **CORE COMPETENCIES**

- **Interpersonal Skills:** Demonstrates the ability to lead others. Demonstrates the skills of active listening and openly accepts constructive criticism. Productively engages and navigates interpersonal conflict. Holds others accountable in a spirit of love. Engages people positively.
- **Organization:** Good at figuring out the processes necessary to get things done; knows how to organize people and activities; understands how to separate and combine tasks into efficient work flow.
- **Team Building:** Guides leaders and volunteers in the process of sharing best practices, identifying and solving common problems. Works with leaders and volunteers to regularly assess the health of teams and groups. Recognizes dysfunctional team behavior and redirects it into functional behavior. Creates and communicates vision, direction, and goals for the team.

- **Recruitment and Retention:** Recognizes the potential in others and how their passions align with the volunteer needs of the church. Nurtures their engagement to facilitate personal growth and longevity.
- **Vision:** Provides broad and specific vision for reasonable growth and healthy development of the faith formation ministry in the present and for the future. Works with ministry leadership to pursue and implement changes within the scope of the broader ministry's goals and objectives.
- **Time Management:** Utilizes time and resources well. Knows how to plan and organize materials for effective and frequent implementation. Negotiates time in and out of the office effectively.
- **Theologically Aligned:** A working knowledge of, and appreciation for, scripture and a more progressive theological outlook.