

## Position Description

Job Title	Director of Youth, Campus and Young Adult Ministries
Reports to	Canon to the Ordinary
Directly Supervises	n/a
Schedule	Full-time
Location	Carpenter House /ability to travel to events and to parishes
Salary Range	40,000 – 60,000
Effective Date	

### Job Summary

This director is responsible for the direction of diocesan level ministry for youth, college students and young adults and supporting parish ministry to the same age groups.

### Roles and Responsibilities

*Note: Annual objectives and measurement goals will be determined with direct supervisor by December 15 each year. It is recommended that there only be 4-6 goals matching the responsibilities below.*

#### **Is responsible for:**

- 1) District Days (planning begins at YD Retreat first Sunday after Labor Day)
- 2) Christmas Conference (week after Christmas)
- 3) Rites of Spring (before Easter and dependent on Spring Break schedules)
- 4) Youth participation at Diocesan Convention (Feb.)
- 5) Youth participation at youth events outside of the diocese
- 6) Youth participation at Diocesan Council meetings (10 times a year on Thursdays)
- 7) Young Adult Retreats (variable)

**Supporting Youth Ministers and Youth Ministry:** Meets at least quarterly with the youth ministers of the diocese to connect them with resources and training as well as provide community and support. In between these meetings the director will do one-on-one coaching sessions with youth ministers. Maintains a regular schedule of parish visits to build relationships, promote diocesan events and ascertain what youth ministry is being offered. If a parish is under performing, under-resourced or without enough volunteers to offer their own youth ministry, the director will work to build capacity and/or connect with neighboring parishes. Utilizing the relationships built and information gathered on these visits, the director will assist parishes in the recruiting and hiring of talented youth ministers.

#### **Staff Liaison for Departments and Commissions:**

- 1) Happening Steering Committee
- 2) Youth Department
- 3) Young Adults Steering Committee
- 4) Vocare Steering Committee
- 5) Department of College Ministry

**Other Duties as Assigned:** such as preparation for Diocesan Convention and other special projects

## Qualifications and Requirements

### **Education and/or experience:**

- Three or more years of parish experience
- College degree preferred; Associates degree or equivalent experience required
- Ability to use Outlook, Zoom and membership database
- Ability to learn and utilize new technologies
- Ability to communicate effectively in all forms

## Core Competencies

**Galvanizer:** Is able to appropriately connect with youth, college students and young adults and galvanize them around ministries and events.

**Digital Competency:** Is able to update a website, create an email newsletter and create engaging social media content

**Integrity and Trust:** Is seen as trustworthy by others; practices direct, honest, and transparent communication; keeps confidences; admits mistakes; doesn't operate with hidden agendas; responds to situations with constancy and reliability.

**Time Management:** Is able and willing to focus time on tasks that contribute to organizational goals

**Organizational Knowledge:** Knowledgeable about how Diocesan and Episcopal Church decision making and leadership works; knows how to get things done through formal and informal decision-making channels

**Helping Orientation:** Demonstrates warmth and concern for the needs of constituents; projects a sense of empathy and understanding when dealing with members and friends of the Diocese; is able and willing to supply answers and resources that others find satisfying.

**Passion for the Gospel and Discipleship:** Knows themselves to be called by God to be a teacher of the gospel and is passionate about building up the church through the equipping of disciples with a lively knowledge of their faith.

**Team Player:** Is eager to carry out the bishop’s vision and the staff goals in collaboration with fellow staff members.

Acknowledgement

Employee signature:

Date:

Supervisor signature:

Date: