

**Position Description**  
**Director of Youth Ministries**  
**Holy Trinity Episcopal Church, Greensboro, NC**  
**26 April 2021**

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**Staff Position Announcement**

Holy Trinity Episcopal Church is seeking a full-time Director of Youth Ministries to lead a dynamic and historic youth program serving nearly 2,400 parishioners. Major focuses of the position are weekly EYC (which pre-pandemic averaged 50-75 young people in grades 6-12), Youth Confirmation classes, Youth Sunday Christian formation, a summer mission trip to Glory Ridge (a tradition at Holy Trinity for over 30 years), and a biennial youth pilgrimage on the Camino de Santiago de Compostela.

Holy Trinity is located in downtown Greensboro and is seeking to emerge from the pandemic with a renewed sense of engagement and mission to the city. We are actively seeking ways to be anti-racist, to address housing inequalities, and to be part of the solution for the significant food insecurity experienced by many of our neighbors. Holy Trinity has a rich worship life, incorporating many musical genre and traditions. The campus also houses the Holy Trinity Day School, the Holy Trinity Music School, and the Second Breath Center, a modern-day wisdom school.

The parish recently undertook a major renovation of its physical campus and is discerning ways to increase their usefulness to those outside the parish community. The Youth department has free usage of a dedicated Youth House, located on the church campus.

A position description follows below. Please call or email with any questions. Resumes and/or CDO profiles must be received by May 21, 2021. Please send resumes and CDO profiles to:

The Rev'd David Umphlett  
Rector, Holy Trinity Episcopal Church  
607 N. Greene St.  
Greensboro, NC  
[david@holy-trinity.com](mailto:david@holy-trinity.com)

## Position Description

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### General

In Holy Baptism, those gathered are asked, “Will you who witness these vows do all in your power to support these persons in their life in Christ?” The Director of Youth Ministries is called to lead the parish in fulfillment of this corporate promise to young people from sixth through twelfth grade, and to support parents and families as they seek to fulfill their own baptismal covenant within their homes. The mutual ministry of clergy, staff, and lay volunteers benefiting the young people of this parish is initiated, organized, and coordinated by the full-time Director of Youth Ministries (DYM).

### Youth Ministry

- The DYM plans, facilitates, and oversees traditional Sunday evening youth ministry with young people in grades 6-12.
- Coordinates with and is guided by a Youth Ministry Committee and the Christian Formation Committee
- Oversees Sunday morning Christian formation opportunities for those in grades 6-12
- Coordinates and leads annual youth confirmation programs and classes
- Plans and organizes annual mission trip at Glory Ridge
- Plans and coordinates biennial youth pilgrimage on the Camino de Santiago de Compostela
- Oversees annual Rite 13 Sunday school classes and coordinates with the Rector Rite 13 celebration during worship
- Plans and organizes annual Youth Sunday and Senior Recognition

### Additional

- Working collaboratively with the Director of Children’s and Family Ministries to initiate, implement, and oversee programs for children, youth, and families at Holy Trinity, including intergenerational programs for the whole parish family
- Provide resources that translate to the home environment for parents to use with their young people.
- Recruit, train, support, and empower volunteer leaders for youth ministry
- Foster relationships between young people and adults in the congregation.
- Participate fully in the liturgical life of the parish, including but not limited to, Sunday worship.

## Administrative

- Position reports to the Rector.
- Purchase curriculum and supplies for youth ministries programs.
- Participate fully in the administrative life of the parish.
- Prepare and submit quarterly article for the parish newsletter
- Communicate through parish publications (both paper and electronic), and through other communication methods as applicable and effective (e.g. Facebook and Instagram).
- Keep regular office hours in coordination with the Rector for the sake of communication with the Rector, staff, and parish.
- Participate in program staff meetings and full staff meetings.
- Develop and manage a budget, approved by the Vestry, for the support of youth ministries.
- Provide a calendar of events to the Communications Director and update it regularly.
- Be effective at delegating responsibilities within support network.
- Pursue continuing education through sources such as conferences, retreats, and seminary courses related to Christian formation with young people. Nearby Duke University has Master's level programs in youth ministry and Christian formation.
- Communicate to the clergy any pertinent information for the pastoral care of the young people and their families.
- Support the teaching found in sermons and other communications from the clergy.
- Maintain a complete and up-to-date roster, including but not limited to, attendance, birthdays, and graduation, for the purpose of planning and evaluating Christian formation in the parish.
- Attend Sexual Misconduct Prevention Training and coordinate training for all volunteers. Keep records to ensure that all volunteers are properly trained.
- Submit a report for the Annual Parish Report.
- Effectively manage time in the annual life-cycle of the parish.

## Qualifications

- A Bachelor's degree is required. A Master's degree in Youth Ministry, Christian Education, or equivalent experience is especially welcomed.
- Experience in all or part of the following ministry areas is required: youth ministry and Christian education and formation.
- We are seeking a person with a strong passion for the Christian faith (and preferably for the Episcopal tradition) with the ability to articulate it to young people.

- We are seeking a person with a commitment to young people, and parents, who values them as an integral part of the total spiritual and social development of the parish family.
- We are seeking a dynamic person with excellent leadership skills who can educate, inspire, and empower young people, teachers, volunteers, and parents.
- We are seeking a person who has a genuine affection for young people.