



Position Description

Position Title:	Minister for Youth & Family
Group:	Mission & Ministry
Department:	Congregational Life & the Arts
Reports To:	Director for Congregational Life & the Arts
Supervises:	Not applicable
To Apply:	https://www.trinitywallstreet.org/about/careers

Position Summary: The Minister for Youth & Family will collaborate with diverse Trinity departments, staff, and stakeholders to plan and execute programming designed to strengthen the faith, character, and confidence of youth in our parish and, where appropriate, our neighborhood. The Youth Minister will serve as mentor, pastor, and teacher to youth and their families in the unique setting of downtown Manhattan.

Position Duties and Responsibilities

Programming:

- Plan, teach, and facilitate youth group lessons and experiences at 10am every Sunday
- Collaborate with Faith Formation & Education, Pastoral Care, Justice & Reconciliation, and other departments and committees, to plan and implement Youth and Family programs and events, including seasonal programs and liturgies, retreats, service opportunities, and Trinity Institute offerings for youth
- Attend youth functions such as retreats, service activities and movie nights on weeknights and weekends
- Research and design curriculum for youth faith formation classes and Bible studies as needed
- Maintain contact lists for youth and their families; develop and implement strategies for appropriate and productive regular communication
- Attend Congregational Life & the Arts team meetings and key events; in partnership with Director, devise creative approaches to mutually enrich diverse parish constituencies
- Oversee any set-up and take-down needs for classes and events; order materials and supplies as required
- Meet regularly with staff stakeholders to ensure a unified approach to education and congregational life
- Collaborate with and follow up on Creative Services job requests, making sure Youth and Family materials, as well as bulletin communications, announcements, and website promotions are produced in a timely manner
- Assist with logistics for travel and events such as guest speakers/artists, field trips, retreats, pilgrimages and conferences, working with appropriate staff as necessary
- Facilitate and maintain databases for Sunday School/Youth Group, Summer Camp, and Youth Pilgrimage

Administrative:

- Process purchase orders and expense reports as needed in Yardi
- Assist participants and families with administrative matters and logistics for all classes and events
- Maintain clear and consistent records of constituent communications in the CRM
- Assume related responsibilities and special projects as required



Required Skills and Knowledge:

Excellent communication skills
Reasonable proficiency in social media applications
Facility in Microsoft Office or similar software system

Required Education, Experience, and Credentials:

Bachelor's degree or an equivalent combination of training and experience required
5+ years' experience in education and/or spiritual mentorship of youth (ages 12 – 18)
Episcopal ordination and Master's of Divinity preferred