



JOB DESCRIPTION

Job Title: Director of Young Adult Ministries
Hours: 40 Hours per Week
Primary Job Location: Christ Church Episcopal, Greenville, South Carolina
Date Revised: December 2021

Ministry Summary

Consistent with all other positions at Christ Church, the goal of this position is to “Embrace, Equip, and Empower Apostles to Serve Jesus Christ.”

The Director of Young Adult Ministries will embrace young adults from ages 18 to 39 in whatever age and stage they exist and help them connect to others in the same age and stage. Likewise, the Director of Young Adult Ministries will equip and empower young adults to find their place in the life, worship and governance of the church while leading a Christ-centered life.

The duties of the office will be performed with a focus on teamwork, service, communication, collaboration, and engagement with staff and parishioners alike to foster an environment of Christian service with an emphasis on ways to continuously improve.

Essential Job Functions and Primary Responsibilities

- With the Young Adult Council and other lay leaders, coordinate, communicate, budget, plan, recruit, train and resource leaders to provide fellowship events, Sunday school, Bible studies, book studies, prayer groups, service and mission opportunities, and retreats offered by Christ Church, the Diocese and The Episcopal Church
- Develop appropriate relationships with young adults, integrating them into the ministries of the parish, while providing and connecting them to resources and Pastoral Care
- Create a bridge of leadership development and transition programs in collaboration with the Youth Directors and the Director of Family Ministries
- Maintain an accurate College Student and Young Adult contact information for the church database
- Work collaboratively with the Faith Development team to provide intergenerational formation offerings and parish events
- Perform other duties as assigned by the Rector or his designees

The Director of Young Adult Ministries' duties and responsibilities outlined above may be changed or altered as parish needs change and/or at the discretion of the Rector or Wardens of the parish.

Reporting Relationships

This position reports to the Senior Associate Rector

Other Key Relationships

Internal: Rector, Faith Development team, Assistant Director of Youth Ministry, Young Adult Council, Church Staff, Vestry, Parishioners

External: Diocesan leadership, David's Table, Campus Peer Ministers, Colleges and Universities within the Diocese, and Episcopal Church College Chaplains, The Episcopal Church's office for Young Adult and Campus Ministry and FORMA

Required Competencies

- Must be a practicing Episcopalian
- Computer literate with knowledge of MS Office and the ability to learn new software quickly
- Must pass background/drug/motor vehicle screening
- Must have completed Safeguarding God's People training within the last 5 years or complete training within six months of hire date
- Must be able to operate a 15-passenger bus with insurance and a safe driving record

Required Minimum Education and Experience

- Bachelor's Degree
- Experience in event planning, team leadership, and/or non-profit program management
- Experience with group facilitation and public speaking
- Experience in group coordination and small group facilitation

Personal Qualities

- Lives out his/her faith and actively seeks growth opportunities
- Self-motivated, organized, detail-oriented and able to prioritize, plan and manage multiple tasks
- Lives into the Church's Core Values of Inviting to All, Grateful, Faithful, Compassionate, and Community
- Excellent verbal and written communication skills
- Excellent interpersonal skills and collaborative management style
- Excels at operating in a fast-paced, diverse community environment
- Excellent people manager, open to direction and commitment to task completion
- High comfort level working in a fluid environment
- Creatively envisions new ministries and new possibilities for existing ministries
- Seeks continuous improvement of self and the ministry
- Able to work flexible hours, including evenings and weekends
- Able to travel for one-two weeks at a time both domestically and internationally

To apply for a position, send resume and cover letter to rcuddy@ccgsc.org. For additional information, please call the Parish House at 864.271.8773.