



GREEK ORTHODOX METROPOLIS OF CHICAGO

ΙΕΡΑ ΜΗΤΡΟΠΟΛΙΣ ΣΙΚΑΓΟΥ

DIRECTOR OF YOUTH AND YOUNG ADULT MINISTRY JOB DESCRIPTION

Date Finalized: September 21, 2018
Job Title: Director of Youth and Young Adult Ministry
Location: Chicago
Reports to: Chancellor of the Metropolis
Salary: TBD

I. Primary Purpose

- The Director of Youth and Young Adult Ministry is responsible for developing, coordinating and overseeing programs that help our young people develop their love for God and neighbor.
- This full-time director will provide vision, strategy, and structure for the Metropolis Youth and Young Adult Ministry to: 1) make God's love present to youth and young adults, 2) challenge and inspire young people to live their relationship with Christ every day through Metropolis-wide programs and events, and 3) set the tone, standards and visions for the youth and young adult ministry in the Metropolis.

II. Specific Responsibilities

- Oversee implementation of and maintain the parish-based compliance of the Greek Orthodox Archdiocese Policies for the Safety of our Youth and Children to be rolled out to the entire Metropolis by September 2019.
- Develop, implement and coordinate the Metropolis' Youth and Young Adult Ministry programs including:
 - Fanari Camp
 - Youth athletic programs, including the Metropolis Junior Olympics
 - Hellenic Dance Festival
 - HOPE
 - JOY
 - GOYA
 - Acolytes
 - Young Adult Ministry
 - College campus ministry (OCF)
 - St. John Chrysostom Oratorical Festival
- Develop new Metropolis Youth and Young Adult Ministry programs.
- Recruit, train, and supervise parish-based and program-based youth leaders and volunteers.
- Frequently connect with Metropolis clergy and ministry workers to:
 - determine what their needs are for Youth and Young Adult Ministry
 - offer support as requested and needed in their ministry
 - make them aware of Archdiocesan and Metropolis resources

- Ensure that records of participants and programs are accurately kept and maintained at the Metropolis and shared with the Archdiocese.
- Actively fulfill roles and responsibilities as the Metropolis of Chicago Youth Ministry Team Member of Y2AM including, but not limited to:
 - team projects
 - team calls
 - prepare annual reports which summarize ministry work and finances
 - preparation of Leadership 100 grant requests and progress reports as needed
- Work with the Metropolis Communications Committee to develop and oversee Metropolis Youth and Young Adult Ministry social media and media strategy.
- Prepare youth office operating budgets, monitoring spending, and keep staff and lay leaders appropriately informed regarding spending per budget items in conjunction with the Metropolis Chancellor and Metropolis Treasurer.
- Serve as the primary contact and Metropolis spokesperson for all youth ministry related activities.
- Create promotional, marketing, and informational materials to stimulate public interest and gain support for the Metropolis' Youth and Young Adult Ministry programs.
- Attend youth ministry extracurricular activities, visit parish youth groups, visit parishes at least once a month to speak and promote the work of the Metropolis.
- Assist in fundraising to support Metropolis Youth and Young Adult Ministry programs.
- Attend weekly staff meetings.

III. Qualifications

- Master of Divinity Degree (or similar graduate degree in theology, e.g. MTS) preferred
- Must be registered at the parish level with the youth protection program; complete training, submit to and successfully pass the prescribed background check and screening process; and complete the official training materials as designated by Y2AM. Training must be completed every year.
- Active practice of the Orthodox Christian Faith
- Personal conduct must be consistent with and supportive of the mission and purpose of the Church. Behavior must not violate the faith, morals or laws of the Church or the policies of the Archdiocese and Metropolis.
- Professional conduct is required that is within the bounds and authority delegated by the Metropolitan.
- Minimum of 2 years of youth/young adult ministry experience at the parish or metropolis level.
- Camp administrative experience (preferred).
- Proven ability to supervise, facilitate and work collaboratively with others.
- Proficiency in social media platforms (Facebook, Twitter, Instagram, etc.), Microsoft Office, email marketing (Mailchimp, Constant Contact, etc.).
- Conversant in Greek (preferred).
- Exceptional communications skills.
- Strong interpersonal skills.

- Willing to continue professional development to enhance job performance and/or organizational goals as identified through supervision and annual job reviews.
- Must be able to travel throughout the Metropolis (20% or more of the time). Overnight stays required during youth ministry camping sessions and activities.

IV. Contacts/Key Relationships

- Metropolitan of Chicago: to receive spiritual guidance and administrative vision and programmatic priorities.
- Chancellor: to develop program implementation strategy, youth ministry budgets, ministry monitoring and impact evaluations.
- Metropolis Council Treasurer: to ensure fiduciary control and accurate expense of program funds.
- Communications/PR staff: to develop timely and accurate public relations material regarding center activities.
- Archdiocesan Youth and Young Adult Ministry Director (Y2AM): to share local Metropolis and national Archdiocesan resources and ideas
- Development staff: to develop mailing lists and appropriate reply/response mechanisms.