

**Job Description**  
**Interim Youth Leader (IYL)**

Colonial Heights Presbyterian Church (CHPC) in Kingsport, TN is looking for an Interim Youth Leader (IYL) to guide our youth group in the midst of a staffing transition. This position will be responsible for leading youth ministry activities including Sunday Night Youth Group, Special Youth Events, and a Youth Bible Study on Wednesday evenings.

**Attributes Required:**

- Strong Christian commitment to serving as a disciple of Christ.
- Possesses a positive attitude and ability to motivate and praise others.
- Teaches others in an empathetic manner and engaging the congregation.
- Ability to lead and mentor volunteer team(s) to be proficient in youth's ministry.
- Exhibits mature judgment while handling duties and confidential materials.
- Strong organizational and people skills who can effectively communicate with others.
- Knowledge of and appreciation for, or willingness to learn, the Presbyterian/Reformed Theological tradition as a foundation for worship.
- Competence in appropriate office software/systems.
- Preference given to students studying for ministry, education, or social work fields.

**Job Duties:**

- Conduct **Sunday Youth Group meetings** weekly on Sunday evenings from 5:00 pm until 7:00 pm. Alterations to the regular Sunday meeting times and locations will be at the discretion of the IYL with the approval of the CE committee and Pastor/Head of Staff. A typical Sunday Youth Meeting will include a provided meal, a fellowship activity to bring the group closer together, and an activity related to Christian spiritual faith formation. Examples of such activities can be dynamic and fast-moving games, simply hanging out to play video or board games, organizing a mission or service project for a future special event, or participating in an informal, alternative worship experience.
- Lead and support **Wednesday Evening Bible Study**, with dinner, from 6:00 to 7:00 pm.
- Plan **Special Events** as part of the Youth Ministry program. The IYL will plan such events with appropriate staff persons and committees depending upon the type of event being arranged. Special events would include local outings, overnight trips and other events outside of Sunday night and Wednesday night activities.
- Recruit and equip volunteers who have a heart to serve this ministry. These volunteers serve alongside the IYL as event leaders or as a supportive presence for Youth meetings and Special events. Each event requires a minimum of two adult per CHPC's Child Safety Policy.

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**Supervision and Communication:**

- The IYL will be accountable to the Pastor/Head of Staff who will provide administrative supervision. The IYL will communicate with the Pastor/Head of Staff regularly to provide updates and receive support and guidance about Youth activities relative to the ministry of the whole church. Oversight for the Youth Ministry program is the responsibility of the Christian Education Ministry Team.
- The IYL will communicate with the CE Committee regularly and attend meetings of this committee when available. The IYL can find support and assistance in the planning and execution of Sunday Youth Group Meetings, Wednesday Night Small Group, and Special Events from adult youth leaders and chaperones, members of the CE Committee, the office administrator, and the Interim Pastor.

**Regular Weekly Work Schedule and Hours (Estimated)**

- Sunday Morning: 2 Hours (including worship)
- Sunday Evening: 3 Hours (including preparation)
- Wednesday: 3 Hours (including preparation)
- Administrative: 2 hours

**10 Hours Total**

**Process for Job Application**

Interested candidates should submit a cover letter, resume, and other support material to [search@chpres.org](mailto:search@chpres.org). All applicants will be subject to a background check.