

**Pittsburgh Presbytery
Non-Installed Ministry Posting**

Ministry Information

Ministry ID	N/A
Ministry Name	Director of Youth and Family Ministry
Congregation	Carnegie Presbyterian Church
Worship Site	Chartiers Senior Center
Worship Address	300 Lincoln Avenue
City, State, and Zip	Carnegie, PA 15106
Mailing Address	P.O. Box 16303
City, State, and Zip	Pittsburgh, PA 15242
Telephone Number	412-997-8934
Fax Number	
E-mail Address	revmolinaro@gmail.com
Website	www.carnegiepresby.org
Current Membership	85
Average Worship Attendance	45
Church School Attendance	15
Church School Curriculum	

Ethnic Composition of the Congregation (Enter the percentage of each racial ethnic component of your congregation in whole %):

American Indian or Alaska Native	
Asian	
Black or African American (African Native, Caribbean)	
Hispanic Latino/Lantina, Spanish	
Middle Eastern	
Native Hawaiian or Other Pacific Islander	
White	100%
Other	

Community Type	Suburban
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Personnel Contact Information

Name	Elder Tim Bailey
Preferred E-mail	twbailey33@gmail.com
Phone Number	412-926-7649

Position Information:

Position Title	Director of Youth and Family Ministry
Position Tier/Hours	Full-Time
Other Requirements	Must be a college graduate with an emphasis in Youth or Children’s Ministry

Competencies/Skills (Please identify and describe at least five but no more than ten characteristics that are important to fulfill the responsibilities of this position. You are encouraged to use the sample competencies listed in Appendix A of this document)

Competency/Skill	Definition
Compassionate	Having the ability to suffer with others; being motivated by others pain and is called into action as advocate; is motivated by caring for others while concurrently keeping the organizational goals clearly in focus.
Teacher	Creates learning environments where students are active participants as individuals and as members of collaborative groups; designs lesson plans that teach concepts, facts, and theology; effectively uses multiple learning tools to reach a wide variety of learners; revises instructional strategies based upon ministry/organization context.
Communicator	Advances the abilities of individuals and the organization through active listening supported with meaningful oral and written presentation of information.
Willingness to Engage Conflict	Steps up to conflicts, seeing them as opportunities; reads situations quickly; good at focused listening; can identify common ground and elicit cooperation from others in crafting mutual solutions.
Decision Making	Makes effective decisions, balancing analysis, wisdom, experience, and judgment; is aware of the long-term implications of choices made; is generally regarded as offering solutions and suggestions that are correct and effective.
Flexibility	Adapts behavior and work methods in response to new information, changing conditions, unexpected obstacles, or ambiguity; remains open to new ideas and approaches; and works concurrently on related and conflicting priorities without losing focus or attention.
Interpersonal Engagement	Displays a consistent ability to build solid relationships of trust and respect inside and outside of the organization; engage people, organizations, and partners in developing goals, executing plans, and delivering results; use negotiation skills and adaptability to encourage recognition of joint concerns, collaboration, and to influence the success of outcomes.

Narrative Questions (Please keep your responses to the following questions to 1500 characters, counting spaces or less)

What is your congregation's or organization's Mission Statement?

Gathered by the Holy Spirit,
Growing in faith,
Going to share the good news of God's love.

Briefly describe your congregation and its vision for youth ministry

Carnegie Presbyterian Church is a congregation who values relationships. Our love for God and each other moves us to be active in the life of our congregation and the community. We are reaching out to our community to build relationships and explore ministry opportunities. Carnegie Presbyterian Church is a small congregation of under 100 members, located in a southwestern suburb of Pittsburgh.

Children, youth and their families are essential to our family of faith. Our congregation includes many active families with children from birth to senior highs. We integrate youth in worship as liturgists, puppeteers, music, and worship leadership.

Our Youth Ministry Values affirm:

- **Kids' Voices are Important.** Trusting young people with leadership and responsibility leads to a sense of belonging and inclusion. Early involvement fosters longevity.
- **Biblical foundation is the cornerstone of our youth ministry.** Purposeful teaching in topic and life application enhances spiritual growth. Spiritual growth is fostered in fun activities, safe spaces and age-appropriate groups.
- **Everyone is Appreciated and Celebrated.** Our welcoming community promotes acceptance, joy, and relationships. Sharing God's word with families and kids embraces diversity through participation and involvement.
- **Action Brings Life to Intention.** We will NOT simply give lip service to God's call to action.
- **Clear communication is essential.** Defining leadership, expectations, responsibilities, and lines of communication lead to everyone being on the same page and moving in the same direction.
- **Strong leadership utilizes tradition and responds to current and changing needs.** Upholding traditions celebrates the rich history of our faith. Building on our past allows us to actively identify and address the future.
- **All families deserve to be supported and nurtured.** Under our Heavenly Father, we are all brothers and sisters in Christ providing care, encouraging growth, and showing love.

For what specific tasks, assignments, and programs areas will this person have responsibility?

Essential Responsibilities:

Care of children, youth, and families: building authentic relationships with our current families and equipping them to grow in their relationship with Jesus and to share the Good News with their friends and family.

1. Build authentic relationships through worship, fellowship and community activities.
2. Organize age-specific children and youth activities and special events, arranging the necessary volunteers.
3. Maintain and build effective discipleship opportunities through small groups, in-person and virtual. Organize volunteer support.
4. Participate in worship on Sunday mornings to include a Children's message once a month in partnership with the Pastor. Attend worship regularly.
5. Support Sunday morning Christian Education with curriculum and arrange volunteer teachers. Support Nursery with volunteers.
6. Build relationships with church members by encouraging and training them to participate in the children and youth programs. Offering opportunities for Boundary training. Be responsible for making sure volunteers have the current required clearances.
7. Organize Vacation Bible School: planning curriculum and arranging volunteers in conjunction with the Christian Education committee.
8. Encourage and organize participation in Crestfield Camp and Retreat opportunities, organizing transportation and volunteers.
9. Assist with Confirmation Class, as needed with pastor.

Secondary Responsibilities

Community Outreach: reaching out to build relationships with families who have children/youth in our community.

1. Encourage and equip our current families to reach out and share the Good News with their friends and families through community youth events.
2. Encourage parents to volunteer in local outreach opportunities.
3. Follow up with all first-time visitors to youth events.
4. Build relationships with local schools who have families in need. Organize opportunities for needs to be met through mission.
5. Assist with community workshops that speak to parenting issues, spirituality and educational needs.

Organizational Responsibilities

1. Meet with the Pastor regularly.
2. Attend Christian Education meetings and assist in developing the agenda with the Committee Chair.
3. Attend Church events.
4. Attend Session meetings upon request of pastor or Christian Education committee with updates on youth ministry.
5. Other responsibilities as needed and determined through regular conversations with Pastor.

COMPENSATION AND HOUSING:

Minimum Salary	\$35,000
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REFERENCES

Below, please list three persons who know your congregation. You might list your Presbytery leadership, a neighboring pastor, or other persons whom you believe can give a clear and accurate reference for your congregation.

Reference Name:	Ruth Comley
E-mail	rcomley@andrew.cmu.edu
Phone	412-337-8813
Relation	Active Ruling Elder and Parent

Reference Name:	Dan Harrist
E-mail	dan.harrist@gmail.com
Phone	412-999-1139
Relation	Active Ruling Elder and Parent

Reference Name:	Sam Kiser
E-mail	darthkiser@gmail.com
Phone	412-337-8812
Relation	Active Ruling Elder, Clerk of Session, and Parent

Reference Name:	Dawn Wood
E-mail	wood@parkwaywest.org
Phone	412-275-9553
Relation	Active Ruling Elder and Parent

Presbytery Staff Contact:

Name:	Rev. Ralph Lowe
E-mail	RLowe@pghpresbytery.org
Phone	412-605-7724

Appendix A: LEADERSHIP COMPETENCIES

THEOLOGICAL/SPIRITUAL INTERPRETER	
Compassionate – having the ability to suffer with others; being motivated by others pain and is called into action as advocate; is motivated by caring for others while concurrently keeping the organizational goals clearly in focus.	Hopeful – maintains stability in the moment and hope for the future; provides direction, guidance, and faith when describing basic needs; and helps followers to see a way through chaos and complexity.
Preaching and Worship Leadership: Is a consistently effective preacher and worship leader; is able to inspire from the pulpit; communicates a clear and consistent message through sermons that are carefully prepared and artfully delivered; projects the identity and character of the congregation through worship leadership presence.	Spiritual Maturity: Shows strong personal depth and spiritual grounding; demonstrates integrity by walking the talk and by responding with faithfulness of purpose; is seen by others as trustworthy and authentic; nurtures a rich spiritual life; seeks the wisdom and guidance of appropriate mentors; is able to articulate a clear and consistent theology.
Lifelong Learner – individuals who use every experience in life as a potential tool for growth; one who pursues continuing education; and those who build on strengths and seek assistance to improve weaknesses.	Teacher – creates learning environments where students are active participants as individuals and as members of collaborative groups; designs lesson plans that teach concepts, facts, and theology; effectively uses multiple learning tools to reach a wide variety of learners; revises instructional strategies based upon ministry/organization context.
COMMUNICATION	
Communicator - Advances the abilities of individuals and the organizations through active listening supported with meaningful oral and written presentation of information.	Bilingual – having the ability to use two languages, especially with equal or nearly equal fluency; able to use multiple languages in communication.
Public Communicator - Demonstrates a comfortable ease when speaking in a variety of settings (both small and large groups); is effective at addressing a variety of topics; can get messages across with the desired effect.	Media Communicator: Has experience developing materials for a variety of written or multimedia forms of communications (print, Internet-based, social media, etc.)
Technologically Savvy - the ability to navigate successfully the world of technology using software, blogging, multi-media, and websites as tools for ministry.	
ORGANIZATIONAL LEADERSHIP	
Advisor – an individual others turn to for counsel and guidance; provides coaching; expertise for congregations or other organizations.	Change Agent – having the ability to lead the change process successfully; anchoring the change in the congregation’s/organization’s vision and mission.

<p>Contextualization – the ability to assess accurately the context, environment, history, relationships and uniqueness of a congregation or organization.</p>	<p>Culturally Proficient – having solid understanding of the norms, values and common behaviors of various peoples, including direct experience working in multiple cultural and cross-cultural settings.</p>
<p>Externally Aware - identifies and keeps informed of the polity of the church and/or the organization; maintains current with laws, regulations, policies, procedures, trends, and developments both internally and in the larger society.</p>	<p>Entrepreneurial - leaders that are creative in using resources; identifies opportunities to develop; is willing to take risks, initiates actions that involve a deliberate risk to achieve a recognized benefit or advantage.</p>
<p>Risk Taker – persons with the ability to take appropriate risk to accomplish needed goals; one who thinks outside the box and who is not afraid of challenging the status-quo.</p>	<p>Task Manager - Assures that effective controls are developed and maintained to ensure the integrity of the organization; holds self and others accountable for rules and responsibilities; can be relied upon to ensure that projects within areas of specific responsibility are completed in a timely manner and within budget; and monitors and evaluates plans, focuses on results and measuring attainment of outcomes.</p>
<p>Willingness to Engage Conflict: Steps up to conflicts, seeing them as opportunities; reads situations quickly; good at focused listening; can identify common ground and elicit cooperation from others in crafting mutual solutions.</p>	<p>Decision Making: Makes effective decisions, balancing analysis, wisdom, experience, and judgment; is aware of the long-term implications of choices made; is generally regarded as offering solutions and suggestions that are correct and effective.</p>
<p>Organizational Agility: Is astute about how congregations and/or organizations work; knows how to get things done through formal and informal channels; understands the importance of supporting good policy, practice, and procedure; appreciates the power in the culture of a congregation; is politically savvy.</p>	<p>Strategy and Vision: Sees ahead clearly, keeping focused on the larger picture; can anticipate future consequences and trends accurately; is future oriented; casts a compelling and inspired vision for a preferred future; sees possibility; crafts breakthrough strategies.</p>
<p>Financial Manager – deliver results by maximizing organizational effectiveness and sustainability through the best use of available financial resources; allocates and manages finances transparently; implements strategies to achieve operational efficiencies and value for money; puts in place rigorous and comprehensive financial accountability systems.</p>	<p>Funds Developer – maintains the ability to solicit donations used to fund the budget of the organization; effectively expresses the needs for funds to potential donors; responsible for adding new potential donors to the organization's contact list; prepares statement of planned activities and enlists support for mission initiatives.</p>
<p>Collaboration: Has a natural orientation toward getting people to work together; shares wins and successes; fosters open dialogue; lets people finish and be responsible for their work; creates strong feelings of belonging among group members; is a good judge of talent and can accurately assess the strengths and limitations of others.</p>	
<p>INTERPERSONAL ENGAGEMENT</p>	
<p>Interpersonal Engagement - Displays a consistent ability to build solid relationships of trust and respect inside and outside of the organization; engage people, organizations, and partners in developing goals, executing plans, and delivering results; use negotiation skills and adaptability to</p>	<p>Bridge Builder – possessing a certain responsibility for the unity of the congregation and or organization; works to connect people of different cultures, worldviews, and theological positions.</p>

<p>encourage recognition of joint concerns, collaboration, and to influence the success of outcomes.</p>	
<p>Motivator - Creates and sustains an organizational culture which permits others to provide the quality of service essential to high performance. Enables others to acquire the tools and support they need to perform well; and influences others toward a spirit of service and meaningful contributions to mission accomplishment.</p>	<p>Personal Resilience: Learns from adversity and failure; picks up on the need to change personal, interpersonal, and leadership behaviors; deals well with ambiguity; copes effectively with change; can decide and act without having the total picture; comfortably handles risk and uncertainty; seeks feedback; expresses personal regret when appropriate</p>
<p>Initiative: Demonstrates ambition is highly motivated; is action oriented and full of energy for things seen as challenging; seizes opportunity; pushes self and others to achieve desired results.</p>	<p>Flexibility - Adapts behavior and work methods in response to new information, changing conditions, unexpected obstacles, or ambiguity; remains open to new ideas and approaches; and works concurrently on related and conflicting priorities without losing focus or attention.</p>
<p>Self Differentiation: Demonstrates strong and appropriate personal boundaries in relationships; has a healthy appreciation of self, without being egotistical; is emotionally mature; can maintain a less- anxious presence in the midst of turmoil; is not overly dependent upon outside affirmation; works to build a strong personal support system.</p>	