**Youth Ministry Fellows Program**

Preston Hollow Presbyterian Church – Dallas, Texas

**Purpose**

The purpose of the Preston Hollow Fellows Program is to equip, train, and launch leaders for the work of ministry in the world. Through hands-on youth ministry experience, leadership training, and intentional faith development and study, the Fellows will simultaneously grow in their own faith and discernment, while also serving as the largest relational presence and leader in the youth house at Preston Hollow Presbyterian Church.

**Core Values**

* **Relational:** Faith and leadership development cannot happen without relationships. Therefore, this position emphasizes team collaboration, direct support and mentoring, as well as the important role *you* play in serving as a mentor and support person to our youth. We know that our youth program can only grow as much as we invest in personal relationships with our young people. You will play a huge role in that!
* **Strengths Focused:** Presbyterians believe in the priesthood of all believers, which is to say that we believe each person has gifts that they can contribute to the world. We hope to focus on your individual strengths as a tool for vocational discernment and leadership development.
* **Rooted in Faith:** This position is deeply rooted in our Christian sense of call. Therefore, not only does faith provide the *why* behind our work, but it also will be embedded into our day-to-day life through staff team devotionals, spirituality retreats, worship leadership and planning, etc.
* **Empowerment**: As a congregation we long to empower young people to lead the church. Therefore, this program comes with a large emphasis on collaboration, teamwork, mentoring, and hands-on leadership experience to empower you to grow in your own sense of call.
* **Creativity and Imagination:** The presbyterian church holds up the value “reformed and always reforming.” Here at PHPC, we take that literally, and strive to constantly be evolving through creativity, imagination, resilience and love. That means this is a space to dream big, try new things, fail, grow, start over, and learn through doing.

**Education Requirements**: Bachelor’s Degree

**Hours**: 40 hours/week, 9 a.m.-5 p.m. Sunday- Wednesday and Friday

**Compensation**: Competitive salary and benefits package

**Duration**: 1 year (Beginning and ending in the summer months. Dates determined with the fellow at their hiring.)

**RESPONSIBILITIES**

**Event Programming and Leadership**

* Play a primary and secondary role planning and leading all youth retreats, pilgrimages and trips.
* Write age-appropriate curriculum for youth group, small groups, Worship in the House and trip devotions.
* Participate in theme planning for Worship in the House.
* Serve as a liturgist in Worship in the House, as well as occasional worship leadership in full worship services.
* Participate in writing liturgy for Worship in the House, year two.
* Help lead and plan big events such as potlucks, fundraisers, youth musical, summer trips, service opportunities, pastoral care, summer events, musical
* Play an active participatory role in all youth events including youth group, worship, trips, small groups, potlucks, etc.

**Relational Responsibilities**

* Practice outreach to youth “on the fringe” through five letters to students each week, frequent coffee meetings, lunches at schools, and other connection opportunities.
* Pay attention to youth birthdays and celebrate them through social media.
* Follow attendance records to strategically reach out to student visitors and those not consistently involved.

**Team Responsiblities:**

* Participate and contribute in team book reads and bible study
* Participate and contribute in youth team August planning and reflection retreats, as well as youth team spirituality retreats, once a year.
* Help with team tasks such as supply pick up, event prep, youth house organization, inventory, etc.
* Help with communication by writing and formatting weekly newsletters, sending out texts reminders, and maintaining our social media

**Knowledge, Skills & Abilities**

* Knowledge of Mac programs: Pages, Keynote, Numbers or ability to adapt from Microsoft word processing programs
* Knowledge of Microsoft programs: Word, Excel, Outlook, PowerPoint
* Knowledge of Google Drive
* Knowledge of social media, Facebook, and basic marketing skills
* Ability to maintain a high level of accuracy and confidentiality concerning financial, medical and other personal information
* Excellent and effective communication skills: interpersonal, verbal and written
* Strong analytical, problem-solving skills and decision-making skills
* High level of accuracy and attention to detail
* Strong organizational, time-management and stress-management skills
* A Reformed Theological grounding and language for teaching and worship leadership

**Recommended Qualifications**:

* Applicants should have a desire to learn and grow in ministry and the life of the Church.
* Applicants should have a thorough understanding of their own emotional well-being and as well as the emotional well-being of those they work with.
* Applicants should have a strong desire to be in relationship with God, the staff, the youth, and the whole congregation of Preston Hollow Presbyterian Church.
* Applicants should be able to take initiative and develop logistics, processes, and ideas with a fair amount of ease.
* Applicants should be honest, trustworthy, flexible, hardworking, adaptable, warm, hospitable, a good communicator, a self-starter, and culturally aware and sensitive.

**Youth Ministry Fellows Program Application**

Preston Hollow Presbyterian Church – Dallas, Texas

YAY! You’re applying to be a PHPC Fellow! We are so excited. Here’s what you need to know:

**To Apply:**

* Step One: Submit a resume and cover letter to Sarah Are at [sare@phpc.org](mailto:sare@phpc.org).
* Step Two: In either a video or written format, answer the application prompts below, to help us know you better!
* Step Three: After your submission, you will receive an email to set up a zoom interview with the committee. We look forward to meeting you!

**Written Application**

**Who Are You?**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**E-mail:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Age: \_\_\_\_\_\_\_\_ Instagram:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**College and Degree: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Tell Us More!**

Please submit your answers to the following questions on an additional piece of paper.

1. Please describe *why* you have chosen to apply for this Fellowship. What is your hope in being a PHPC Fellow?
2. What gifts do you bring to this position?
3. In 2-3 paragraphs (1- 2 minutes for video), describe your faith journey. How have you struggled? How have you grown?
4. In 2-3 paragraphs (1- 2 minutes for video), share your vocational discernment. Where would you like to be in five years? What career paths have you considered? Where do you feel called?