



GREEK ORTHODOX METROPOLIS OF PITTSBURGH

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MEMORANDUM

TO: The Reverend Clergy, Youth Workers, and Faithful of the
Greek Orthodox Metropolis of Pittsburgh

FROM: Metropolitan Maximos of Pittsburgh

DATE: January 15, 2007

RE: Youth Director Position

Dearly Beloved,

We value Youth and Young Adult Ministries as a vital part of our ministry as a Church, and place these ministries as a top priority in our Metropolis. We were the first Diocese in our Archdiocese to hire a full-time Youth Director, and we have continued to entrust the direction of these ministries only to highly qualified people.

Vasie-Leigh Andriotis, our most recent Youth and Young Adult Ministries Coordinator, served our Metropolis faithfully for over 7 years, but regrettably is unable to continue in this capacity due to medical reasons. We are indebted to her for her dedicated service, and wish her God's blessings in her future endeavors.

With Vasie-Leigh's departure becoming official as of December 31, 2006, we now begin the process of selecting the next Metropolis Youth and Young Adult Ministries Coordinator. I have attached the job description so that you may be aware of the dynamics of the position. We will be accepting resumes through February 28, 2007, and will begin the selection process March 1, 2007. We hope to fill the position as soon as possible.

Arrangements are being made to secure interim direction for the Office of Youth and Young Adult Ministries.

Wishing you an abundance of blessings, I remain, paternally yours in the Lord,

+MAXIMOS
METROPOLITAN OF PITTSBURGH

Youth and Young Adult Ministries Coordinator - Greek Orthodox Metropolis of Pittsburgh

Job Description

The Youth and Young Adult Ministries Coordinator (*a/k/a Youth Director*) for the Greek Orthodox Metropolis of Pittsburgh is the coordinator of youth and young adult ministries within the Metropolis. In all matters of program planning and ministry content, the Youth Director operates under the supervision of the Metropolitan. In all matters of personnel and administrative issues, the Youth Director operates under the supervision of the Chancellor, who reports directly to the Metropolitan.

The Youth Director is expected to keep office hours Monday-Friday, 9:00 AM- 5:00 PM, with the exception of ministry visitations.

As a regular part of the work responsibilities, the Youth Director will perform visits to communities and ministries throughout the Metropolis during weekdays and weekends when necessary to promote the ministries and to establish and maintain relationships with Metropolis clergy parish youth ministry leaders. At a minimum, each parish in the Metropolis should receive at least one such visit each year.

The Youth Director shall:

- respect and follow all policies and procedures mandated by the employee handbook of the Greek Orthodox Archdiocese of America, and the policies of the local Metropolis.
- be self-motivated and goal-oriented, possessing the ability to work both independently as well as in groups.
- possess the ability to work closely with volunteers, and be willing to organize and supervise volunteers as needed.
- work closely with the Youth Commission and its committees to facilitate the growth and development of our youth and young adult programs, retreats and ministries. (The Youth Commission is a consultative body to the Metropolitan responsible for assisting the Metropolitan in the oversight, evaluation, and long-term program development of the Metropolis youth ministries.)
- work with the Summer Camp Committee in the development and implementation of the Metropolis Summer Camp ministry.
- serve as director of the Metropolis of Pittsburgh Summer Camp and Retreat Programs as a full-time, on-site director and administrator, which includes residing at the site of the programs for full weeks and weekends.

- facilitate the growth and development of JOY, GOYA, YAL, OCF, acolyte ministry, basketball ministry, and other established ministries of the Greek Orthodox Archdiocese of America and Metropolis of Pittsburgh, as well as encouraging other ministries within the Metropolis for the benefit of the youth and young adults.
- work together with the Archdiocesan and Metropolis Youth Directors for the further development of youth and young adult ministries and programs.
- encourage clergy and parishes to promote youth and young adult ministries, and promote the establishment of youth directors and leaders in each parish of the Metropolis, either paid or volunteer.
- conduct regional seminars to promote the youth and young adult ministries of the Metropolis, as well as to educate and train youth workers on the parish level.
- respect and maintain the approved budget of the Youth & Young Adult Ministries Office.
- work with the Mount Tabor Ministries Committees as needed.
- assist with the production of the *Illuminator*, especially with respect to items relating to youth and young adult matters and news.
- type correspondence, letters, memoranda, certification letters, and other items, as required.
- participate in various seasonal office activities as requested, such as Clergy-Laity Assemblies, St. Photios Day Celebrations, *et cetera*.
- maintain the Metropolis youth ministries database, list server and other information technologies as necessary.

The Youth Director will need to make certain that actions taken by the Youth Director are always in line with the proper protocol of the Church, always present a professional appearance (jeans, tennis shoes, t-shirts, etc., are not appropriate business attire) and demeanor to staff and visitors, and maintain levels of confidentiality as required.

The scope of these responsibilities is subject to change at any time.

Job Requirements

Applicant must:

- be an active Orthodox Christian, who attends worship services on a regular basis.

- have a degree from an accredited Orthodox Christian Theological School, a Masters of Divinity is preferred.
- have 3 Years minimum youth-oriented experience.
- submit at least one personal, and one clergy reference.
- be willing to submit to criminal background check.

Salary

Commensurate with education and experience.

Contact

All resumes should be submitted by email to: info@odpgh.org, and subsequently submitted by surface mail to:

Youth Director Search Committee
Greek Orthodox Metropolis of Pittsburgh
5201 Ellsworth Avenue
Pittsburgh, PA 15232

No telephone calls please.

All clergy applicants must have permission from their respective hierarch to apply for this position prior to submitting a resume.

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Revised: January 10, 2007