

Young Adult Ministry Coordinator Job Description

First Presbyterian Church Fort Worth



Position:	Young Adult Ministry Coordinator	Reports To:	Associate Pastor for Youth
FLSA Status:	Salaried, Ministerial Exempt	Schedule:	Full-time (40 hours), including evenings and weekends
Location: 1000 Penn St., Fort Worth, TX 76102			

To apply, email resume to HR@fpcfww.org

Opportunity:

The First Presbyterian Church Fort Worth is seeking a **Young Adult Ministry Coordinator** to lead and coordinate ministry efforts for young adults, integrating mission, worship, education, and fellowship. The role reports to the Associate Pastor for Youth and requires full-time availability including evenings and weekends.

Contributions Defining Impact:

The essential functions listed are representative of those required to successfully perform the job.

- Design, coordinate, and lead a comprehensive ministry strategy for young adults that integrates mission, worship, education, and fellowship
- Develop ministry plans, goals, and budgets in collaboration with supervising clergy and staff.
- Create and manage recurring and episodic programs, including small groups, retreats, service opportunities, studies, and social gatherings
- Build authentic, consistent relationships with young adults both within the congregation and in the broader community
- Provide relational ministry, care, and intentional follow-up with newcomers and existing participants
- Maintain an active presence at church services, community events, and gatherings relevant to young adult outreach
- Serve as a primary point of contact for young adults seeking connection, pastoral guidance, or next steps in their faith journey
- Encourage and facilitate young adult participation in worship leadership and intergenerational ministries, supporting their transition into deeper congregational engagement through volunteer roles, mission activities, and leadership opportunities
- Develop ongoing and personal relationships with the congregation's young adult population by meeting with them in their orbits of activity, at work, at play, and at rest, in coffee shops, in homes, etc.
- Communicate with and coordinate young adult ministry efforts with nearby Presbyterian congregations and Grace Presbytery's young adult ministry program
- Perform all duties consistent with First Presbyterian Church Fort Worth and the Presbyterian Church (U.S.A.)'s theological beliefs and standards and participate in the Great Ends of the church (Book of Order in F-1.0304*).
- Embody and uphold the congregational core values: radical hospitality, intentional unity, transformational relationships, and humble service

**The Presbyterian vision for church and ministry was crystalized in the Six Great Ends of the Church: the proclamation of the gospel for the salvation of humankind; the shelter, nurture, and spiritual fellowship of the children of God; the maintenance of divine worship; the preservation of the truth; the promotion of social righteousness; and the exhibition of the Kingdom of Heaven to the world.*

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- Contribute to the overall success of the Church and the ministries by performing additional duties as assigned

Essential Requirements:

Education & Experience

- Must have deep understanding of the Presbyterian Church (U.S.A.) religion, including the basic principles, beliefs, governance, operations, mission, and practices
- Proficiency in Microsoft Office
- Bachelor's degree required; relevant theological or ministry education preferred
- Demonstrated experience working with young adult populations, ideally in a ministry or nonprofit setting
- Experience in church life, regardless of denomination, is desirable

Knowledge, Skills & Abilities

- Strong organizational and time management skills to prioritize tasks, adapt to changing circumstances, and manage multiple projects simultaneously
- Competent in problem resolution, assessing situations objectively, and managing unexpected situations with composure
- Capable of working independently with minimal supervision, following verbal and written instructions in English, adhering to process protocols, and applying established protocols in a timely manner
- Ability to work collaboratively in a team environment and with other departments and ministries
- Must be legally authorized to work in the US without sponsorship (currently or in the future)

Physical Requirements:

The physical demands reflect requirements to successfully perform the essential job functions. Reasonable accommodations may be provided for qualified individuals with disabilities.

- Punctual and regular attendance in worship service, ministry events, and event participation as required, including weekends, evenings, and holidays. Regular participation in off-site activities, community gatherings, and retreats
- Ability to travel independently between multiple campus locations and offsite gatherings
- Constant movement throughout buildings, properties, and levels, and ability to frequently sit, stand, walk, stoop, kneel, bend, crouch, twist, squat, crawl, push/pull, and move up to 20 pounds regularly. Digital dexterity is required to assemble, retrieve, and replace things and reach with hands and arms
- Visual acuity to perform activities, such as preparing and analyzing data and figures, proofreading, viewing a computer terminal, and extensive reading
- Must be able to hear with aid, communicate effectively, and respond quickly to sounds or emergencies in a potentially noisy environment

Team:

Since 1873, First Presbyterian Church Fort Worth has been a vibrant source of faith and catalyst for community change. We operate a thriving early education center for children up to 5 years old and serve

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over 1,000 neighbors weekly through our community outreach programs. Known for our inclusive and caring environment, we're seeking passionate people to join our mission-driven team, where exceptional benefits match meaningful work. Our workplace promotes growth and mutual support, guided by our core values: humble service, intentional unity, transformational relationships, and radical hospitality.

Benefits for You:

Pay is determined by previous qualifications, market data, and internal equity and begins at \$50,000, paid on a semi-monthly basis.

Full-time employees are immediately eligible to participate in our robust benefits package on day 1! Our comprehensive benefits package includes:

- 100% employer-paid individual health coverage
- 100% employer-paid life, AD&D, and long-term disability insurance
- Immediate 100% retirement match, up to 6% of your earnings, with no vesting period
- Optional employee-paid benefits include family health coverage, dental, vision, and temporary disability

By signing below, I acknowledge that I have received and reviewed this job description, understand the requirements and expectations of this position, and can perform the essential functions described. I understand this job description does not constitute an employment contract and may be subject to change without notice.

Employee

Employee Signature

Date

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