

PRESBYTERIAN YOUTH VICTORIA

PYV SECRETARY JOB DESCRIPTION

Requirements For Role

As a member of State Council you should:

- Be firmly committed in faith to Jesus Christ as Lord and Saviour and the Bible as the written word of God.
- Be genuinely concerned for the spiritual welfare of Christian and non-Christian youth.
- Be able to readily relate to Christian and non-Christian youth.
- Have experience with local church youth ministry.
- Be a mature Christian of good standing as a communicant member of a Presbyterian Church and not younger than eighteen years of age.
- Be able to demonstrate a sound understanding of the Scriptures and be able to apply them to youth work in PYV.
- Be able to demonstrate a growing Christian maturity through daily Bible Study and prayer.
- Demonstrate a humble, servant attitude towards all people associated with PYV.
- Be willing to sign the PYV Declaration of Commitment.
- As per the PYV Constitution, save with the consent of CENC, State Council members shall have a demonstrated history of recent and regular attendance and involvement in PYV events.

Aims of Role

As the PYV Secretary you will aim to:

- Glorify God by assisting the congregations of the Presbyterian Church of Victoria in the development and nurture of youth for the service of Christ Jesus.
- Provide support and nurture for youth in their Christian development and outreach.
- Provide opportunity, influence and assistance to youth to make a personal commitment to Jesus Christ as their Saviour and Lord.
- Promote unity of the youth within the Presbyterian Church of Victoria through providing opportunities for socialising and fellowship.
- Encourage and provide the opportunity for the equipping and training of youth leaders with the skills necessary to serve and lead.
- Adequately represent the needs of the youth within the Presbyterian Church of Victoria in the courts of the Church.

Reporting Structure

As PYV Secretary, you are responsible and accountable to the PYV State Council and the CENC Representative.

Responsibilities of your Role

A summary of specific responsibilities are:

- Attend all State Council meetings where possible. Should an elected member of PYV Council not regularly attend PYV Council meetings and other PYV events, the CENC may remove the member from office, following consultation with the member regarding their non-attendance at such meetings and events.
- Represent a true voice in Council meetings of the cross section of PYV youth and leaders.
- Provide assistance in running events.
- Promote PYV events where possible.
- Follow and ensure the PYV Constitution is upheld at every PYV State Council meeting, camp and event.
- Be a friendly and approachable representative of PYV at camps, events and any other public appearances, including answering any questions people may have about PYV.
- Submit to the authority and decisions of the PYV Convenor and CENC Representative; and the CENC Committee as a whole.
- Be reasonably familiar with the basic business meeting procedures involved at State Council meetings.
- Record accurate minutes within State Council meetings.
- Email a draft minutes out as an agenda to all council members prior to the next council meeting.

PRESBYTERIAN YOUTH VICTORIA

PYV SECRETARY JOB DESCRIPTION

- Email the completed minutes to all council members at least ten days after the last council meeting.
- Handle all correspondence within State Council meetings.
- Represent state PYV when responding to incoming mail, posting outgoing mail, using the PYV letterhead.
- Evaluate this job description with modifications and suggestions.

Last Updated - 27/06/18 by AO Louise Goswell