

Youth and Children Minister at St. Tim's Episcopal Church, Centennial, CO

Part-time: 24 hrs/week

Compensation: \$22/hour

Reports to Rector (Pastor)

St. Tim's Episcopal Church is a growing parish with a heart to embrace and welcome all people with the love of Jesus. St. Tim's is a community of faith that is inclusive of all people. Over the past few years we have done significant work to align our budget and our strategic priorities of engaging our neighbors, serving the local community, and nourishing the faith of youth and young children and their families. The Youth and Children Minister position is a direct result of assessing parish needs and growth. The ideal candidate will be open to the possibility of increased hours dependent upon program growth. With this position, St. Tim's seeks to build upon the current ministry with children, youth, and families, as well as reach out to engage community partners to build relationships focused on supporting and empowering youth in the greater community to create health and wholeness. The ideal candidate will be someone who is passionate about their faith and following the way of Jesus, as well as inspiring and encouraging youth in their faith journeys. This candidate will be proactive in trying new ways to nurture the Christian faith, reaching out to community partners, and collaborating with other staff. The ideal candidate is comfortable communicating with teenagers, is informed about the challenges that teenagers face, and seeks to learn from and embrace this age-group.

Responsibilities:

- Plan, design and implement ministry for and with middle and high school students
- Create and implement opportunities to partner with, engage, and provide hospitality to community partners who build up the well-being of youth in our greater community (i.e., Arapahoe High School, Second Wind Fund, PFLAG, etc.)
- Design and implement a youth Confirmation program, incorporating parents and non-parent mentors in the program
- Support and work with our Children's Ministry Coordinator to help organize and strengthen Sunday School education programs, nursery care team, family ministry events and communication
- Create an "Advisory Team" to engage in the life of youth beyond the Sunday experience
- Recruit and train volunteers for various roles as mentors, teachers, chaperones, and ensure Safe Church Training has taken place
- Maintain accurate youth and family membership information
- Prepare and manage annual youth budget in accordance with parish by-laws and policies
- Work collaboratively with clergy to integrate youth into worship leadership roles
- Foster and maintain partnerships with regional and diocesan youth ministry partners
- Work collaboratively with the Outreach ministries to engage youth and their families in regular service opportunities
- Organize, plan, and supervise mission trips for middle school and high school students that take place during the summer (or other school breaks)
- Help coordinate youth fundraisers

Decision Making:

- Acts independently and makes decisions based upon the established policies and procedures of St. Tim's
- Identifies, initiates and facilitates resolution for guest, newcomer and member concerns through consultation with clergy and staff
- Seeks clarity regarding policies and procedures when needed and reaches out to the appropriate clergy and staff to address any procedural gaps
- Analyzes situations carefully and adopts the appropriate course of action

Financial Authority:

- Authorized to initiate and transact budget approved expenditures

Communication:

- Approaches communication with a positive, problem-solving demeanor
- Works with diverse types of people and communicates tactfully and effectively in both written and spoken form, as well as electronic communications
- Respects confidentiality
- Reports to parent and youth leadership teams and the rector/vestry regularly on successes and challenges
- Communicates weekly with youth and families

Supervisory Responsibility:

- Supervision of youth, Advisory Team and volunteers

Knowledge, Skills, and Experience

- Ability to build relationships and empower others to be effective in their roles
- Enthusiastic and positive attitude
- Able to organize and manage time for self and others
- Solid knowledge of office software/willingness to learn – Microsoft Word, Excel, Power Point, Outlook, church membership database, social media platforms
- Identifies and resolves issues in an efficient and timely fashion
- Follows oral and written directions with minimal follow-up
- Flexible and able to adapt to changing priorities
- Minimum of three years of experience in youth and/or family ministry program leadership

Working Conditions:

- Office hours, on-site and in larger community
- Attendance at Sunday service required
- Occasional and planned overnight travel to mission trip sites required/weekend work at youth events
- Must possess valid driver's license

Results of Successful Youth and Children's Minister:

- We believe that efforts of the successful candidate will result in (1) providing an encouraging and supportive atmosphere for the youth as they investigate and grow into their faith, (2) providing new families with a welcoming path to our parish life and a strong sense of belonging to our community, (3) strengthening and deepening connections between the youth and our parish community, and (4) continued growth in attendance and engagement of youth, parents, and volunteers in the youth ministry

Please submit resume and cover letter to rector@sttims.net.