



Job Title: Director of Youth and Childrens' Ministry

FLSA Status: Part-time (0.5 FTE), Exempt

Salary: \$36,000 annually

Benefits: This position include pension and PTO; does not include health insurance.

Application: E-mail a cover letter and resume to Kim@sttims.net

Position Summary: The Director of Youth and Childrens' Ministry provides Christian education opportunities for children and youth, from kindergarten through high school. This person is responsible for selecting and implementing age-appropriate curriculum and developing an engaged team of volunteer leaders. This person will also equip parents/guardians for nurturing faith at home.

Position Responsibilities:

Weekly Time Commitment (20 hrs/wk)

- Sunday morning childrens' formation and Sunday evening youth group (8), Events (2-4), Family engagement (2-4), Staff Meetings/Administration (2-4)
- Occasional intensive experiences like camps and mission trips are expected and will be additionally compensated.

Program Development

- Develop a children's chapel for K-2nd
- Develop a Biblically based youth program
- Plan and lead outreach events, integrating youth into the wider life of the church.
- Foster age-appropriate mentoring through both small- and large-group interactions.

Team Development

- Recruit and coordinate adult lay leaders to help develop strategies and activities, interact with students, and contribute to participant's spiritual growth and development
- Create and encourage a welcoming and inclusive atmosphere for everyone from the church and the community.
- Foster a team spirit with other church staff, the Vestry, and parents as applicable.

Administrative Management

- Operate programs within budget parameters, adhering to financial policies, procedures, and practices.
- Coordinate with the Parish Administrator as needed for all communication needs.
- Conduct or contribute to various levels of staff meetings.
- Develop ways to help reach out, track, and communicate with newcomers, including utilization of church management software.
- Follow diocesan safety guidelines and ensure safe practices in all youth activities and ensure all volunteers are appropriately certified.

Essential Knowledge and Skills

- Previous youth ministry experience and outstanding people skills
- Strong leadership and staff collaboration skills.
- Ability to teach Scripture and Episcopal theology within an age-appropriate setting.
- Strong organizational ability, excellent verbal and written communication skills.
- Ability to prioritize multiple projects and activities while meeting deadlines.
- Personal initiative; creativity; and innovative thinking.
- Skills in developing and implementing ministry strategies for the personal growth and development of young people.

Personal Qualifications:

- Christ-centered spiritual maturity and demonstrated practice working with team.
- Professional and pleasant attitude.
- Teachable nature and humility balanced with confidence and assertiveness.
- Ability to pass background checks.

Education or Formal Training:

- Minimum Bachelor's degree (or equivalent experience); Master's degree (or pursuit thereof) preferred.

Work Environment/Physical Activities:

- Church environment the majority of time; plethora of outdoor activities throughout the year.

Job descriptions are not intended, and should not be construed, to be exhaustive lists of all responsibilities, skills, efforts or working conditions associated with a job. They are meant to be accurate reflections of the principal job elements essential for making fair pay decisions.