



**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.

**Reports to:** Rector

**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.*