

CHRIST CHURCH GROSSE POINTE POSITION DESCRIPTION

POSITION: Director of Children, Youth and Family Ministries

REPORTS TO: Rector

FLSA STATUS: Exempt (Full-time)

POSITION SUMMARY: Provides leadership to a comprehensive ministry for children and youth ages 0 – 12th grade, and their parents; with a goal of interfacing with all children, youth and parents on the roles of Christ Church.

STAFF SUPPORT: Responsible for providing staff support to parish committees as requested by the Rector.

KEY RESPONSIBILITIES:

Children

- Create and communicate a vision for Christian formation for children (infant – 5th grade).
- Strengthen the Sunday morning and mid-week Nursery (children ages 0 – 4 yrs.)
- Recruit, train and support teachers and secondary classroom attendants for Sunday morning and *Tuesdays Together*.
- Maintain the budget, supplies and curriculum for formation offerings.
- Lead Children's Chapel and schedule clergy and other supportive persons as active participants in this ministry.
- Design a Baptismal Instruction course and implement it into the life of the parish. Serve as a resource person for the Guild of the Christ Child.
- Reinvigorate a children's program for *Tuesdays Together* - Nursery through 5th grade.
- Maintain a calendar of Summer Events - including: *Vacation Bible School*, *Summer Fun Days*, *Soccer Camp*
- Serve as the staff resource person for MOPS and MDO.
- Serve as the Staff Liaison to the Co-Op Nursery at Christ Church.

Youth:

- Develop a network of spiritually gifted adult leaders, mentors, and interns who can disciple youth toward spiritual maturity in a setting that is inviting, engaging and relative.
- Assess the present curriculum for Sunday morning programs for middle and high school student and evaluate the potential for a complete Journey to Adulthood program.
- Support existing successful youth programs (e.g. "Kiva" Breakfasts)
- Create programs for middle and high school students in the Episcopal Youth Community (EYC) that meet on a weekly basis.
- Plan and coordinate special events such as retreats, summer and outreach programs.

- Coordinate with the clergy and staff the preparation for youth confirmation classes.
- Maintain the budget, supplies and curriculum for formation offerings.
- Promote youth events and activities through a variety of mediums, especially those that are attractive to youth.

Families:

- Initiate meaningful relationships with the parents of children and youth at Christ Church.
- Provide ongoing spiritual support for the issues parents face in raising children as disciples of Christ.
- Coordinate with the Adult Formation committee to provide specific formation opportunities for parents and their families.
- Collaborate with the Associate Rector for Christian Formation in developing a plan for the overall support of family ministries.
- Investigate fellowship opportunities that will enhance a collective sense of Christian relationships among parents.

General Staff Expectations

- Commit to live by the Staff Covenant. Attend weekly staff meetings and bi-annual staff retreats. Attend vestry meetings as requested by the Rector. Assume other responsibilities as assigned by the Rector.

Minimum Qualifications

- Bachelor's degree or three years of successful employment in a similar size parish or program. Demonstrated leadership of a total team ministry approach to Christian Formation.

Physical Requirements

- Able to move freely in and out of different small-group settings (homes, church, classroom).
- Able to speak in a public forum.

Contact: Please send a resume, cover letter and other pertinent information to The Rev. Lisa Flores at lflores@christchurchgp.org. Competitive compensation package with full complement of benefits and continuing education/sabbatical.