

Christ & Holy Trinity Church  
Position Description  
Children's and Youth Formation Director  
July 8, 2008

**Goals:**

1. To revitalize, shape and lead CHT's growing ministry to children, youth and families.
3. To recruit, train and support active adult lay leaders.
4. Create and supervise a comprehensive youth formation program for grades 6-12.
5. Create and administer a vibrant church school program for children from ages 2 – 5<sup>th</sup> grade.

**Responsibilities:**

1. Administration

- ✘ Meet regularly with the Rector, Associate Rector, and Parish Staff.
- ✘ Set and evaluate goals for Christian formation for children (4 years – 5<sup>th</sup> grade) and youth (6<sup>th</sup> grade – 12<sup>th</sup> grade) with appropriate lay committees.
- ✘ Recruit, supervise, and support volunteer (adult and high school) Church School Teachers.
- ✘ Prepare and present Church School Budget.
- ✘ Provide regular training and education for Church School Teachers.
- ✘ Work with ministry teams to create and evaluate curriculum for Church School and Youth.
- ✘ Develop and recruit Youth Ministry Leaders.
- ✘ Prepare and present a Youth Ministry Budget.
- ✘ Be part of Liturgical planning and implementation for Family Worship, Sunday Children's Chapel, as well as special Liturgical programs: Teachers and Youth Leaders Commissioning, Christmas Pageant, Church School, and Youth Sundays.
- ✘ Conduct Ministry Team meetings, Youth Leadership trainings, and all teacher training sessions.
- ✘ Develop Church year calendar in collaboration with staff.
- ✘ Communicate (through the Parish Press and other resources) Church School and Youth Ministry programs to Parish.
- ✘ To increase awareness for Youth for service and mission opportunities – local, national, and global.
- ✘ Membership and attendance at Diocesan Christian Education and Youth Minister events as well as other national and local associations.
- ✘ Access and utilize Diocesan facilities (Camp Washington) for Christian Education and Youth Leadership events.
- ✘ Supervise Vacation Bible School.

2. Pastoral Ministry

- ✘ To connect with unaffiliated youth in the Parish.
- ✘ Visit homes of children and youth of the parish in times of need.
- ✘ Follow Youth events (drama, music, athletics, etc) and be an active support to youth and be high profile in the community.
- ✘ Meet Diocesan Safe Church requirements and ensure lay leaders are also compliant with Safe Church Guidelines and requirements.

3. Accountability

- ✘ Report directly to the Rector.
- ✘ Report all plans and programs for Youth Ministry and Church School to the Clergy, Staff, and Lay Support Committees.
- ✘ Submit quarterly written reports to the Vestry on Youth Ministry and Christian Education.
- ✘ Evaluated once a year with other professional staff.