

Position Description
Director of Children's and Youth Ministries
St. Mary's Episcopal Church, High Point, NC
15 March 2010

General

In Holy Baptism, those gathered are asked, "Will you who witness these vows do all in your power to support these persons in their life in Christ?" The Director of Children's and Youth Ministries is called to lead the parish in fulfillment of this corporate promise to young people from birth through twelfth grade, and to support parents and families as they seek to fulfill their own baptismal covenant within their homes. Christian formation for young people from birth through twelfth grade includes, but is not limited to, Sunday School, Middle and High School Youth Groups, Children's Chapel, intergenerational programs, family programs, evening programs, mission trips, service projects, and diocesan and Episcopal church-wide events. The mutual ministry of clergy, staff, and lay volunteers benefiting the young people of this parish is initiated, organized, and coordinated by the full-time Director of Children's and Youth Ministries (DCYM).

Christian Education

- Working collaboratively with the Children's and Youth Christian Formation Committee to initiate, implement, and oversee curriculum development to meet the changing and particular needs of the young people of this parish and their families.
- In consultation with the Rector (who oversees adult Christian formation), coordinate regular intergenerational Sunday School programs for the whole parish.
- Provide resources that translate to the home environment for parents to use with their children, such as Bible stories, activities, prayers, and Advent wreaths.
- Recruit, train, support, and empower volunteer leaders for children's and youth Christian education programs.
- Gather regularly with the Children's and Youth Christian Formation Committee to reflect upon and evaluate the work being done.

Youth Ministry

- Working collaboratively with the Youth Ministry Support Committee to design, plan, and implement a 6th-12th grade Youth Group Program that empowers young people to lead and supports them their ministry with one another and in the larger community.
- Work to build relationships with our young people, especially those in grades 6-12, through support of their lives outside of church, for example, by attending the various events of their extra-curricular activities. The use of various communication media in appropriate ways is expected.
- Recruit, train, support, and empower adult youth leaders.
- Maintain appropriate boundaries in work with young people.

- Gather regularly with the Youth Ministry Support Committee to reflect upon and evaluate the work being done.

Additional

- Work with the volunteer Nursery Coordinator, as needed, to hire and manage nursery staff and recruit and schedule volunteer nursery workers.
- Participate fully in the liturgical life of the parish, including but not limited to, Sunday worship.

Administrative

- Position reports to the Rector.
- Participate fully in the administrative life of the parish.
- Prepare and submit a monthly article for the parish newsletter.
- Communicate through parish publications (both paper and electronic), bulletin boards, and through other communication methods as applicable and effective (e.g. Facebook).
- Keep regular office hours in coordination with the Rector for the sake of communication with the Rector, staff, and parish.
- Participate in bi-monthly staff meetings.
- Manage use of budgeted and donated funds for children's and youth ministries.
- Provide a calendar of events to the parish administrative assistant and update it regularly.
- Be effective at delegating responsibilities within support network.
- Pursue continuing education through sources such as conference, retreats, and seminary courses related to Christian formation with young people and families.
- Communicate to the clergy any pertinent information for the pastoral care of the young people and their families.
- Support the teaching found in sermons and other communications from the clergy.
- Maintain a complete and up-to-date roster, including but not limited to, attendance, birthdays, and graduation, for the purpose of planning and evaluating Christian formation in the parish.
- Attend Sexual Misconduct Prevention Training and coordinate training for all volunteers. Keep records to ensure that all volunteers are properly trained.
- Submit a report for the Annual Parish Report.
- Effectively manage time in the annual life-cycle of the parish. For example, summer may be a time of intense planning for Christian education in order to make available time during the school year for relationship building with young people.

Qualifications

- A Bachelor's degree is required. A Master's degree in Christian Education or equivalent experience is especially welcomed.
- Experience in all or part of the following ministry areas is required: youth ministry, children's and family ministry, and Christian education and formation.

- We are seeking a person with a strong passion for the Christian faith (and preferably for the Episcopal tradition) with the ability to articulate it to young people.
- We are seeking a person with a commitment to children, young people, and parents, who values them as an integral part of the total spiritual and social development of the parish family.
- We are seeking a person with excellent leadership skills who can educate, inspire, and empower young people, teachers, volunteers, and parents.

We are seeking a person who has a genuine affection for children and young people.