

Children and Youth Minister

Reports to: Rector/Pastor

Effective: January 2018

Directly Supervises: Children and Youth Ministries Volunteers and Participants

Status: Part-time, 27 hours/week

FLSA: Exempt

Job Summary:

Christ Episcopal Church is a “Diverse Community Growing in Faith”. As a congregation we believe that God calls us to grow in faith and to serve others. Because of this, we prioritize providing meaningful formation for children and adults. Christ Episcopal Church truly is a diverse community, with members of our congregation drawing on many different countries, and ethnicities. Christ Episcopal Church was founded in 1850, and we draw on our rich history to continue to worship and serve God moving into the future. You can learn more about Christ Episcopal Church at our website: www.christchurch-woodbury.org.

Our Children and Youth Minister will join a small, but dedicated staff that works together well and networks on behalf of the congregation. The Children and Youth Minister (CYM) will provide dynamic leadership and oversight to the Children and Youth Ministries at Christ Episcopal Church, helping both volunteers and participants to grow in their life in Christ.

Job Functions:

- Meet with families and volunteers as a group twice annually, and as needed.
- Work with Pastor and volunteers to develop and implement a confirmation class and celebration, every two years, or as needed.
- Work with volunteers to choose, implement, and evaluate age-appropriate curricula and programming for children and youth.
- Coordinate annual Vacation Bible School, for ages 10 years and younger, including direct interaction with the children enrolled in the program.
- Coordinate Summer Stretch program, for ages 10 and up, including direct interaction with the youth enrolled in the program.
- Advertise and encourage youth participation in Episcopal Church in Minnesota (ECMN) events, such as Teens Encounter Christ (TEC), summer camps, teen retreats and service projects with other churches, etc.
- Seek annual feedback and review from volunteers and program participants, about how Children and Youth Ministries can be improved.
- Meet monthly with the Children and Youth Ministries formation committee.

- Plan and implement quarterly activities or outings with and for middle school and high school youth.
- Recruit volunteers for children and youth ministries.
- Support and equip existing volunteers for ministry, including organizing regular volunteer meetings, and coordinating volunteer training (such as Safe Church Training).
- Schedule volunteers as needed.
- Supervise Wednesday Night Live volunteers and programming, and participate as appropriate.
- Provide targeted and direct communication with children and youth and their families, including activity announcements.
- Provide written updates of Children and Youth Ministries for The Good News, Facebook, and other Church communication outlets, as needed.

Other Responsibilities:

- Attend four congregational worship/events per month, including all Wednesday Night Live events when they are in session.
- Meet weekly with the Pastor.
- Network with other Children and Youth Ministers in the community and with other congregations to develop and share resources, ideas, and support.
- Direct vestry liaison on Formation Committee to provide a written monthly report to the vestry.

Minimum Qualifications:

- At least three years experience with Christian Education, within a congregational setting, or equivalent experience.
- Demonstrated leadership and good interpersonal relationship skills.
- Willingness and ability to successfully pass a background check.

Physical Requirements:

- Able to move freely in and out of different children and youth ministry settings (classrooms, camps, churches).
- Able to speak clearly in a public forum.

Core Competencies:

Organizing. Gather and organize resources (people, funding, material, support) to get things done; can orchestrate multiple activities at once; can use resources effectively and efficiently.

Developing volunteers. Able to identify gifts for children and youth ministry and to recruit capable people into volunteer positions; delegates appropriately; builds people up; maintains open and active dialogue with volunteers; communicates expectations clearly and holds people accountable; engages people in their areas of giftedness and passion.

Motivating others. Creates a climate in which people want to do their best; can motivate many different individuals and groups; empowers others; shares ownership and visibility; lets those who report directly finish their own work.

Interpersonal Relationships. Relates well to all kinds of people, of all ages, inside and outside of congregation; builds appropriate rapport; builds effective and constructive relationships; uses diplomacy and tact; is regarded as a team player, steps in and volunteers when needed.

Networking. Creates and strengthens relationships with other people, congregations, communities; is open to other people's ideas and feedback; seeks other people's opinions and advice; able to work well with congregational and diocesan leaders.

Trust and Integrity. Is widely trusted; seen as direct and truthful; admits mistakes; adheres to an appropriate and effective set of values during good and bad times; acts in line with those values; practices what he or she preaches.

Communication. Is able to deliver a message clearly, articulately and with appropriate emotion in a variety of settings; demonstrates communication styles appropriate to the situation at hand; adjusts the message, without losing the essence of the message, depending upon the circumstance and the listener; clearly delivers both written and verbal messages in a tone appropriate to the context.