

Ascension Episcopal Church | 214 3rd Street N, Stillwater, MN 55082
Reports to: Rector | Status: Part-Time 25 Hours Weekly | FLSA: Exempt
Directly Supervises: Ministry Volunteers and Participants

Job and Church Brief:

Ascension Episcopal Church seeks a creative and organized leader who is passionate about developing and coordinating engaging faith formation programming for children, teens and families. The compassionate, approachable person in this position practices integrity and transparent communication, collaborates with staff to create a culture of welcoming and inclusivity, and cultivates intergenerational experiences that integrate and build lasting relationships bridging all ages. This innovative team-builder is willing to try new avenues of ministry while working within an established ministry structure, and motivates and equips people in the congregation to serve children and teens in a variety of roles.

At Ascension Episcopal Church we are free to ask life's big questions, supported and inspired by a community of curious people. Everyone belongs here and will be an important part of our inclusive community that knows and cares for one another. Celebrate God's transformative presence and unconditional love as revealed by Jesus and his way of love and mercy at Ascension. In everything we do, we seek to love God with our whole hearts and our neighbors as ourselves. Ascension's transformation - new clergy, team, new energy, new commitment.

Essential Functions:

1. Work with staff and families to develop a programming plan and curriculum scope and sequence that aligns with our church's vision and values; produce regular strategic experiences to be relevant and engaging for children, teens, families and parents and connect them with each other.
2. Establish an inclusive, safe, and welcoming environment; foster discipleship, encourage thinking, invite sharing, welcome questions, and be aware and responsive regarding emotional and mental health among children and teens while adhering to safe church guidelines.
3. Cultivate authentic relationships with children, teens, parents and volunteers; foster intergenerational relationships within the congregation while creating and experimenting with opportunities for intentional cross generational relationships.
4. Provide targeted, effective and consistent communication and promotion of activities including impact stories to students, parents and congregation via email, monthly newsletter, bulletin boards, church website, social media, etc.
5. Works with congregational leaders to invite, equip, resource, support and manage adults and parents to serve in children, youth and family ministry.
6. Help parents and guardians inspire curiosity and spiritual interest in their children; equip parents and guardians with resources to be the primary influence of faith formation.
7. Collaborate with groups and committees within the church to teach about connections between faith and justice issues, especially addressing racism and our impact on the environment.

Other Responsibilities:

- Participate in regular one-on-one meetings with rector as well as staff meetings.
- Manage contacts, calendar, budget and resources needed to make ministry successful.
- Participate in Episcopal Church in Minnesota CYF Network and ECMN annual youth events.
- Participate in continuing education opportunities and local network of children's & youth ministry directors/leaders.

Minimum Requirements:

- Minimum 1-3 years of related experience.
- Minimum of Associates or Bachelor's degree.
- Demonstrates an authentic and developed personal faith.
- Passion for engaging and nurturing children, teens and families.
- Familiar and comfortable with Episcopal theology and practice (or willing to learn).
- Expectation of an average 25 hour work week, including Sunday morning and Wednesday night participation; willingness to understand the seasonal and flexible nature of the job.
- Ability to successfully pass a background check.

Core Competencies:

1. **Project Management & Communication**—identifies key achievable objectives and scope; is action-oriented and energetic in developing realistic and thorough plans for achieving key objectives; implements action plans and communicates progress; demonstrates communication styles appropriate to the situation; chooses appropriate written format and channel; is able and willing to prioritize time on tasks that contribute to faith formation and congregational goals.
2. **Interpersonal Skills**—shows strong personal depth and spiritual grounding; demonstrates integrity by walking the talk, and by responding with constancy of purpose; seen as trustworthy, approachable, and authentic; practices direct, honest and transparent communication; keeps confidences; doesn't operate with hidden agendas; seeks the wisdom and guidance of appropriate mentors; works well with people at all ages and levels of congregation; builds appropriate rapport; can effectively cope with change and uncertainty; able to articulate a clear and consistent theology.
3. **Compassion & Care**—exudes a natural sense of care for the well-being of others; a sense of availability, warmth, openness and approachability; communicates empathy and support in their presence; creates a spirit of openness that invites those who are spiritually or emotionally troubled to confide in them; demonstrates appropriate and bounded expressions of care; fosters natural connections between all ages of the congregation.
4. **People & Volunteer Management**—creates climate in which people want to volunteer; empowers and develops others; invites shared input and provides direction; achieves results through creative and responsible deployment of volunteers; engages people in their areas of giftedness and passion; trusts people to perform their own work; manages all kinds and classes of people equitably; can settle differences with minimal conflict; creates strong morale and spirit amongst volunteers as well as a feeling of belonging.
5. **Spiritual Formation**—demonstrates an understanding of spiritual formation / discipleship as a journey or process; teaches a variety of spiritual practices to lead others in deepening and developing spirituality; creates teaching and learning environments that honor a variety of learning styles while promoting discipleship.
6. **Congregational Values**—knowledgeable about congregational communication, decision-making, and leadership; can maneuver through situations effectively by anticipating, identifying and resolving barriers; honors core values and beliefs of congregation; consistently supportive of and behaves in a manner congruent with mission, values and beliefs of congregation.

To Apply:

This is a part-time (25 hour) position. Compensation based on experience.

Resumes and cover letters received by Ascension's Search Team at search@aechurch.org by **March 31, 2024** will be given first consideration.