



ST. MATTHEW'S EPISCOPAL CHURCH

Job Description for **Director of Children's, Youth, and Intergenerational Ministries**

St. Matthew's Episcopal Church | 2136 Carter Avenue, Saint Paul, MN 55108

Reports to: Rector | Status: Part-Time 20 Hours Weekly | FLSA: Exempt

Directly Supervises: Nursery Staff, Ministry Volunteers and Participants

Job and Church Brief:

St. Matthew's Episcopal Church is seeking an innovative leader who models faith while engaging children, youth and families in faith formation programming. The person in this position supports and develops a culture of welcoming and inclusivity for children and youth while building lasting relationships and equipping people in the congregation to serve children and youth in a variety of roles. In our welcoming environment, this person will take initiative to help us bridge all ages while developing, communicating and implementing all aspects of ministry to support and encourage intergenerational relationships and growth for children, youth and families in their faith.

St. Matthew's Episcopal Church is a neighborhood church with a worldwide community. We are rooted in the Anglican tradition and gathered in St. Paul, Minnesota. We equip people of all ages to follow Jesus in daily life, through globally inspired worship, spiritual practices, prayer, faith formation, passionate service, and deep listening. St. Matthew's values learning more about the future God is bringing forth in us, sharing the Gospel of hope, new life, and liberation with creativity and faithful innovation in a rapidly changing world. In living our mission, we join God in loving our neighbors through hospitality, generosity, and two-way relationships of mutual respect.

Essential Functions:

1. Champion and share vision and values of children's, youth and family ministry throughout church as we follow the Way of Jesus together.
2. Foster congregational awareness and involvement with children, youth and family ministry through coaching and intergenerational programming opportunities and worship service involvement.
3. In partnership with the rector, develop a sustainable and stable multi-year programming plan and curriculum scope and sequence that aligns with St. Matthew's vision, values, and worship life; produce strategic, relevant and engaging experiences for children, teens, and families and connect them with each other.
4. Communicates regularly with families and community through variety of means including print, digital tools, and verbal.
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 spiritual curiosity and interest in their children, practice faith at home as families, and provide opportunities for young people and families to serve and live out faith in community.

Other Responsibilities:

- Regular participation in the worship life of the congregation.
- Regular attendance and participation in staff meetings.
- Seek occasional continuing education and networking opportunities in fields relevant to Faith Formation.
- Regular communication with the congregation through weekly church bulletin, monthly church newsletter, and church website.
- Adherence to Safe Church Practices.

Minimum Requirements:

- Minimum 1-3 years of related experience.
- 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 twenty hour work week, including Sunday morning participation; willingness to understand the seasonal and flexible nature of the job.
- Ability to successfully pass a background check.

Core Competencies:

1. **Spiritual Formation** — demonstrates understanding of spiritual formation and discipleship as a journey or process; teaches a variety of spiritual practices to lead others in deepening and developing spirituality.
2. **Interpersonal Skills** — demonstrates spiritual maturity; nurtures a rich spiritual life; can effectively cope with change; can decide and act without having the total picture; works well with people at all levels of the congregation; engages in thoughtful and attentive listening; listens beneath the surface.
3. **Communication Skills** — able to deliver a message clearly, articulately and with appropriate emotion and tone in a variety of settings; demonstrates communication styles appropriate to the situation at hand; adjust the message, without losing the essence of the message, depending on the circumstance of the listener; understands which skills are lacking and seeks to develop those skills.
4. **Organizational Leadership** — demonstrates ability to manage volunteers, delegate, build teams, motivate and develop others; creates a climate in which people want to do their best; invites shared input and decision-making, appropriately shares authority and responsibility; builds feedback loops into the work; trusts people to perform their own work; holds frequent developmental discussions; is aware of the developmental aspirations of others.
5. **Decision-Making & Problem Solving** — leadership in the development of people and programs; quickly zones in on the critical issue; can sense what will help or hinder accomplishing a goal; uses time effectively and efficiently; values time and respects the time of others; encourages generosity in stewardship and the sharing of time, talent and finances; promotes a culture of abundance.
6. **Vision & Purpose Management** — able to support congregational mission; communally discern and establish a clear, achievable and compelling vision and core purpose; articulates possibilities; is hopeful; makes the vision sharable by everyone.

To Apply:

This is a part-time (20 hour) position. Compensation based on experience.

Send your resume and cover letter to St. Matthew's Search Team at search@stmatthewsmn.org by **June 23, 2023**.