

# St. Thomas Episcopal Church

## Job Description – Associate for Children & Youth

(Revised July 18, 2017)

<b>Position Title:</b>	Associate for Children & Youth
<b>Status:</b>	Full Time
<b>FLSA Classification:</b>	Exempt
<b>Team Role:</b>	Formation Team
<b>Reporting Relationship:</b>	Rector
<b>Screening/Training Requirements:</b>	Successfully complete Safeguarding God's Children/People and background screening.
<b>Minimum Qualifications:</b>	Four-year college degree; 3 to 5 years of professional children and youth ministry experience or comparable; strong communication and interpersonal skills (relational and empathic); strong technology background. The successful candidate will be possessed of a mature and growing Christian faith that can be communicated fluently and will have a deep appreciation for the importance of the sacraments to the life of St Thomas.

### Position Summary

The Associate for Children & Youth is responsible for holistically envisioning, developing, implementing, growing, maintaining and evaluating faith formation programs and activities for the children and youth of St. Thomas Episcopal Church which fosters their faith, deepens their spirituality, provides opportunities to live their faith in the wider world and builds Christian community. This position is also responsible for fostering adult leaders and mentors, as well as growing a culture that promotes connections between the children, youth and adults of the parish. The person filling this position must also be able to effectively delegate tasks, build teamwork, inspire volunteers and take ownership of all aspects of the children's and youth ministries.

### Responsibilities

#### General

- Work in a collegial manner to empower, inspire, and support formation staff and volunteers, and work with the clergy and staff to support and sustain all aspects of the mission and vision of St. Thomas.
- Work with the Staff Formation Team in leadership and support roles as directed by the Rector.
- Foster relationships with community and religious organizations, other churches, St. Thomas School and other entities as appropriate to further the mission and vision of the children's and youth programs and that of the parish.

#### Program Leadership

- Work with the Vestry, Committee for Youth, Staff Formation Team and other appropriate parish stakeholders to establish a clear vision, mission and values for the children and youth programs which aligns with and fosters the mission and vision of the parish.
- Establish annual program goals and strategies based on the program mission and vision, and regularly monitor and measure progress toward achieving those goals using "Know, Feel & Do" criteria jointly established by the Rector, Staff Formation Team and Committee for Youth.
- In collaboration with the Staff Formation Team, plan and supervise the implementation of an annual program of children and youth worship and formation activities grounded in a sacramental tradition; domestic and international mission trips; pilgrimages; recreational activities; retreats; outreach service

activities; Vacation Bible Camp; and group gatherings which are consistent with and foster the mission, vision and values of the program and parish.

- Establish a cohesive curriculum that provides continuity for all children's and youth faith formation activities, which relates to the sacramental life of the church and the liturgical calendar as appropriate and aligns with the program's stated mission, vision and goals.
- Be present and supportive for youth and their families by attending important outside activities and events as appropriate.

#### **Volunteer Leadership & Development**

- Work with the Rector to cultivate, recruit, and support adult leaders for the Committee for Youth.
- Lead and support formation staff in the work of cultivating, recruiting, training and supporting adult leaders, mentors and volunteers for all children's and youth ministry programs and activities.
- Ensure all children and youth program volunteers are properly screened and supervised and act in accordance with the guidelines prescribed in Safeguarding God's Children and People.
- Support all children's and youth faith formation mentors by ensuring they are provided all necessary materials, lesson plans, training and other kinds of support necessary for them to function effectively in their roles, including pastoral support as appropriate.
- Provide regular and timely communication to all program volunteers.

#### **Communication**

- Develop and implement a communication strategy and plan to ensure timely and appropriate communication to all children's and youth ministry stakeholders.
- Maintain regular contact with children, youth and their parents through our St. Thomas Connect program, printed newsletters, social media, phone calls, and face-to-face meetings to ensure that all parents and interested parishioners have timely and relevant information about all children's and youth ministry programs and activities.
- Work with the Director of Community Connections to ensure that the St. Thomas website is up to date with all pertinent information and forms related to children and youth ministries.
- Create and distribute publications for children's and youth ministries including: brochures, bi-monthly calendars, registration and permission forms, and event promotional tools.
- Engage the St. Thomas Youth Facebook page regularly.

#### **Administration**

- Maintain accurate records of children and youth attendance and participation in St. Thomas Connect.
- Develop and implement a process to welcome newcomers and visitors and give them information about our children's and youth ministries.
- Maintain a roster of children and youth prospects, visitors and participants in St. Thomas Connect.
- Schedule events, activities and service needs through St. Thomas Connect.
- Work with the Chief Operating Officer to develop and manage an annual children and youth ministry budgets.

#### **Witnessing**

- Proclaim the gospel to our children and youth through word and example, and encourage and equip other adults from the congregation to do the same.
- Meet regularly with clergy and volunteer leaders for theological reflection and to discern how God is at work in our community.

#### **Disclaimer**

The information in this job description indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.