



We are seeking a part-time (approximately 35-45 hours per month) Director of Youth and Family Ministry to be filled by a lay person. The position will be reevaluated yearly.

Director of Youth and Family Ministry Job Description:

The Director of Youth and Family Ministry is responsible for the oversight and coordination of all programs offered to and for infants, children and youth at St. John's, the Episcopal Church in Plymouth.

Mission

St. John's is a welcoming, inclusive community that strives, through the Holy Spirit, to develop strong relationships with each other and provide opportunities to nurture children, youth, families and adults on their faith journey. We are all called to share the love of Christ with one another as we worship, engage in ministry and educate.

Goals

- Engage children, youth and families in faith formation and discipleship
- Provide opportunities for fellowship and relationship building inside and outside of church

Duties

Coordination

- Coordinate Episcopal formation opportunities and classes for children, in conjunction with youth leaders and teachers
- Ensure that all adults working in any capacity with children and youth have filled out a standard application form, been adequately screened and trained, and that programs follow diocesan guidelines for "Safe Church" training (six-hour course, every three years)
- Coordinate Nursery staff, schedule volunteer teachers & leaders - meet and discuss Nursery work, needs, ideas etc.
- Schedule regular meetings with all Sunday School teachers and assistants
- Oversee an annual week-long Vacation Bible School program
- Plan and coordinate special opportunities for faith enrichment

Communication

- Regularly communicate with parents (through newsletters, email blasts, bulletin boards, Journey Pages, etc.) to report class activities, plan occasional parent meetings to gather feedback and enlist parental involvement as appropriate
- Set office hours one day a week and other appointments with SJP members as necessary
- Provide written updates to Parish Office Manager for Journey Pages
- Provide written report to vestry quarterly and an annual report to the congregation
- Maintain contact with other area Episcopal churches and diocesan youth missionary for Youth and Young Adults to enrich program offerings as well as promote and participate in youth events hosted by the Episcopal Diocese of Michigan

Collaboration

- Assist the Christian Formation Ministry Team to evaluate, recommend and implement age-appropriate curriculum
- Help recruit volunteers for teachers and youth leaders
- Support parents in their efforts to nurture faith at home
- Meet with Youth Group leaders to develop and implement programming that engages Middle and High School youth
- Meet with Rector as needed; attend staff meetings
- With the Christian Formation Ministry Team, help develop an annual calendar of children and youth programs in coordination with the annual church calendar
- Work with the music director to plan and implement Youth Sunday, a Christmas program, and other special/seasonal church programs that involve children and youth
- Work with the Rector and Vestry to prepare the annual budget for the Youth and Family Ministry

Cooperation

- Serve as an advocate for youth in the church
- Support the music director in developing and using the musical gifts of children and youth
- Support the youth participating in the Acolyte program and encourage youth to use their gifts in other leadership roles in worship

Other duties as assigned by the Rector

Reporting Relationship:

The Director of Family Ministry reports to the Rector and serves at the Rector's discretion. He/she will work cooperatively with other staff, lay leaders, vestry and applicable committees.

Preferred Qualifications:

- Demonstrated commitment to proclaiming by word and example the good news of God in Christ, consistent with the Episcopal tradition.
- Leadership experience in youth ministry and spiritual formation of children and youth
- Experience in volunteer development and overseeing volunteers of all ages
- Prior experience leading youth ages, ideally in a church setting
- Excellent oral and written communication skills; ability to communicate cross-generationally, across multiple social media platforms, and by phone and email
- Computer skills with common office software
- Excellent collaboration skills
- Familiarity with the Episcopal tradition
- Strong organizational skills
- A commitment to welcoming all, while maintaining confidentiality, discretion, cultural awareness, and sensitivity

If you are interested in this position, send a cover letter and resume to office@stjohnsplymouth.org