



## Job Description: Children & Youth Formation Director St. John's Episcopal Church, Royal Oak, MI

### About St. John's

St. John's Episcopal Church is seeking a part-time Children & Youth Formation Director to partner with the clergy, staff, parents, leaders and community to nurture and grow vibrant ministries to children and youth. We are looking for someone who is creative, collaborative, joyful, a good listener, organized, and who is excited to join a progressive, welcoming, and inclusive community of faith. This person would schedule and support Sunday School Teachers, and Youth Leaders, and make sure the weekly programs and supplies are ready on Sunday mornings. They would assist in designing events from time to time, and communicating all Children and Youth programs to families on a weekly basis.

### Role Summary

This position is intended to be filled by a lay person and reports to the Rector (head pastor). St. John's culture is one of collaboration and the person in this position works closely with the clergy, staff and leaders to develop, support, and coordinate children and youth programs at St. John's. Attendance on Sundays and at special children and youth events is mandatory (e.g., Vacation Bible School, liturgical dramas for Easter, Christmas, etc.)

### Skill Set

- Emotional and Spiritual maturity
  - Display a genuine love for working with children and youth.
  - Ability to connect with and meet the needs of children and youth and their families over a wide age range of ages.
  - Ability to weave children and youth participation into the life of St. John's to create an intergenerational community where they are loved and valued
- Strengths in working in a team and supporting leaders:
  - The person in this position will be responsible for recruiting and training volunteer Sunday School teachers and Youth Leaders from within the parish. They will also collaborate with the clergy and fellow staff.
- Strong communication skills
  - This position requires the ability to communicate cross-generationally, write and send announcements, post messages on Facebook, and communicate with parents and leaders phone and email.

## **Responsibilities**

- Regular office hours, specifically Tuesdays, Sundays, and church holidays, averaging 12-16 hours per week.
- Invite, develop, train, and support volunteers (Sunday School teachers and Youth Leaders)
- Communicate regularly with parents, staff, clergy, congregation and wider community.
- Evaluate, recommend, and implement age-appropriate curriculum with help from clergy.
- Manage Children and Youth Ministry programs in which children and youth are invited to be themselves, respectful of one another, and excited to be together.
- With help from clergy and staff, develop annual calendar for the Children and Youth programs.
- Assist in the planning and execution of special/seasonal church programs/liturgical dramas (Vacation Bible School, Christmas Pageant, Easter, etc.).
- Collaborate with Head Pastor, staff and volunteers in deepening the participation of children and youth in worship and explore additional worship opportunities for children, youth and their families.
- Other duties as assigned.

## **Requirements (education/experience)**

- Committed Christian called to children, youth, and family ministry
- Experience in spiritual formation of children and youth - familiarity with the Episcopal tradition a plus
- Excellent time management skills; organized, proactive, great communicator (oral and written)
- Ability to engage with people of all ages
- Computer skills with common office software

To Apply:

Please send cover letter and resume to the Rev. Beth Taylor at [bethaylor@stjohnro.org](mailto:bethaylor@stjohnro.org)

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