

Director of Youth Ministry

Reports To

The Director of Youth Ministry will report to the Priest Associate. This is a full-time position.

Job Overview

The Director of Youth Ministries serves as the coordinator for all youth events, grades 5th – 12th, and is responsible for weekly programming for Sunday School and Sunday evening youth groups. This position also works to provide mid-week opportunities for youth fellowship and facilitates participation in Diocesan events and programs.

Responsibilities and Duties

- Establish trusting relationships with our young people, as well as their parents, through excellent communication and teaching skills. Create a welcoming atmosphere and plan for follow up with first-time visitors to youth events. Specific duties include:
 - Weekly Constant Contact emails with parents and youth
 - Maintain contact with youth through text groups and social media
 - Maintain all youth social media sites, youth website, and brochure materials
- Recruit, train, and support all volunteers needed to implement Christian Education and Activity programs for 5th-12th grades. Specific duties include but are not limited to:
 - Weekly contact with all teachers
 - Collect supplies and maintain Sunday School rooms
 - Prepare for teacher training with other children and youth staff and clergy
 - Plan weekly youth gathering for Sunday evenings
 - Plan program
 - Collect supplies
 - Coordinate volunteers and food
 - Plan and coordinate Wednesdays in Lent for youth
- Organize, lead, and/or attend special events and trips/retreats for youth such as Diocesan Youth Events (Rites of Spring, YPPB, Christmas Conference, etc.), Advent Retreat, Corn Maze, SPAM Hunt, Ski Trip, Summer Mission Trip, outreach trips and opportunities, Rafting Trip, and any other trips or outings.
- Support the parish youth confirmation program under direction of the Priest Associate, including providing input on the curriculum, and coordination volunteers and any other aspects of the program.
- Encourage and support the participation of youth in the life of the larger parish and diocese, such as acolyte, lector and other roles/programs.
- Plan and host monthly children and youth council meetings in coordination with other children & youth staff.

- Recruit council members
- Plan agendas and hospitality
- Lead meetings
- Communicate with members about meetings, notes, and action items
- Serve as a catalyst for spiritual growth of youth, both in a small group setting and in everyday conversations with students and youth ministry leaders.
- Coordinate with clergy in selecting developmentally appropriate curriculum and programs, including Episcopal Youth Community (youth group outside of Sunday morning programs)
- Consult and collaborate bi-monthly with Youth Council, including regular contact with Vestry Liaison to Youth Ministry
- Oversee administration of the budget for youth programs, with regular review and approval from the Priest Associate
- Attend diocesan youth ministry meetings
- Participate in weekly staff meetings to ensure proper communication of events that impact other staff (building/grounds, newsletter, finance, etc.)
- Participate in ongoing continuing education
- Participate in other parts of parish life in order to increase visibility and to advocate for the active presence of youth in the life of the congregation. This will include encouraging youth to attend parish-wide events, serving on parish committees, and serving as lay leadership in worship.
- Meet regularly with Priest Associate to coordinate, plan, and evaluate progress and processes.

Interested candidates should send their resume and letter of interest to The Rev. Worth Stuart at wstuart@nativity-hsv.org.

