

Director of Children and Youth Ministries

Job Description

Trinity Episcopal Church, 1500 State Street, Santa Barbara, CA 93110

Phone: (805) 965-7419 Website: www.trinitysb.org

Position Title: Director of Children and Youth Ministries (part-time)
Hours: 26 hours/week
Salary: Commensurate with experience
Reports to: Rector

ROLE SUMMARY: Faith formation leader for children and youth at Trinity Episcopal Church.

ESSENTIAL FUNCTIONS:

- Act as an advocate for children and youth and their families, keeping focus on Children & Youth as one of Trinity's five missional priorities.
- Develop and administer formation programs for children and youth (infants through 12th grade). Coordinate special events and worship services involving children and youth, including retreats (communion, reconciliation), lock-ins, holidays (Christmas Eve, Holy Week, Easter, Pentecost), Children & Youth Sunday, Transition Sunday, Alternative Christmas Market, back-to-school & game nights.
- Manage and oversee the Catechesis of the Good Shepherd (CGS) program, including overseeing training and working with the many catechists and other volunteers serving the program. CGS is a Montessori-based, Christian education curriculum which seeks to foster the religious potential of each child. Trinity offers Levels I, II, and III of CGS, covering ages 3-12.
- Coordinate the Summer Sacred Arts program, an intergenerational creative space during Sunday morning worship, providing children a chance to explore the intersection of faith and the arts.
- Direct and foster the ministries of the Trinity Youth Group, guiding youth in a deeper, more considered examination of their faith, while encouraging fellowship, fun, and involvement in worship ministries and opportunities for community outreach.
- Act as a key member of and receive support from the lay/volunteer Children & Youth Council (CYC) in coordinating church school, youth group, and related activities.
- Recruit, train, and engage adult volunteers to assist with CGS, CYC, and Youth Group.
- Communicate with parents, youth, church leadership (Vestry, CYC, clergy, staff) to promote regular programming and special events.
- Oversee the church nursery.
- Actively participate in weekly staff meetings.

CORE COMPETENCIES:

- **Commitment to Baptismal Covenant:** Demonstrates an understanding of and commitment to living out the core principles of the baptismal covenant to seek and serve Christ in all people, to proclaim the Good News of the gospel by word and example, and to work for the justice and dignity of every human being.
- **Interpersonal Skills:** Demonstrates the skills of active listening and openly accepts and offers constructive feedback. Engages people positively, with an attitude of optimism and abundance.
- **Humble Leadership:** Dedicated to working with the parishioners of Trinity with a sense of servanthood, grace, good humor and a willingness to bear one another's burdens.
- **Leadership Development:** Actively seeks to engage lay people in leadership roles. Is a good judge of talent and spiritual giftedness. Provides challenging tasks and assignments for developing leaders, encouraging people to try new skills and accept increasing levels of responsibility.
- **Communication:** Proficient at communicating in a timely, clear, and consistent manner.
- **Teamwork:** Actively collaborates with clergy, other staff, and lay leaders, to carry out the ministries and mission of Trinity.
- **Planning:** Is self-directed, able to follow through on tasks, setting and adhering to deadlines and communicating progress toward goals. Allows adequate lead-time in project planning and execution. Effectively manages the budget for their areas of responsibility.

WORKING CONDITIONS:

The position of Director of Children and Youth Ministries requires flexibility in hours available for work, including some evenings and Sundays. The position is a part-time, 12 months per year, contract position and, while compensation is based upon a projected 26 hours per week, the actual number of hours required during any given week will be those needed to fulfill the responsibilities of the position. (For example, actual hours may be higher during weeks when meetings, events, and other gatherings occur and lower in weeks when they do not.) Furthermore, it is recognized that the schedule may vary at different times of the year. While some of the work can be done at home, the Director must be at Trinity for meetings and events. An office space, desk phone, voicemail, a Trinity email address, sexton support, and office support for mailings and copying are provided by Trinity for work related to this position.

ABOUT TRINITY:

Trinity is a progressive Christian church in the Episcopal tradition, where we believe that every person has a share in God's love: a love that is inclusive, unconditional, abundant, and meant to be expressed through action in the world.