

INTERIM YOUTH MINISTRIES COORDINATOR

St. James' Parish*, Waimea, Hawai'i Island

*St. James' Parish includes St. James' Church (Waimea), St. Columba's Church (Pa'aulo) & Beach Mass (Kawaihae)

Employment Status: Part-Time (up to 25 hours per-week on average), non-exempt employee

Supervisor: Rector

OVERVIEW OF POSITION

Interim Youth Ministries Coordinator is passionate about educating, inspiring, and nurturing children and youth in their relationship with Jesus Christ and their love, support, and outreach to their 'ohana and the greater community. The Interim Youth Ministries Coordinator is a committed Christian who can support our Parish's commitment to Biblically-centered spiritual formation and education, respecting the dignity of every human being, social justice, radical hospitality, sharing the love of Christ, and building up the Kingdom of God. The Interim Youth Ministries Coordinator will work closely with a Lay Youth Ministry team to be appointed by the Rector.

MINISTRY RESPONSIBILITIES

The Interim Youth Ministries Coordinator will develop, supervise, coordinate and share in the Christian formation and education of our children, youth, and families within the restrictions imposed by governmental, public health, diocesan, and parish responses to the Covid-19 pandemic, including but not limited to mask wearing and social distancing.

The Coordinator's responsibilities and duties shall include, but not be limited to following: *(Listed in order of priority)*

- **Expanding and enhancing parish ministry with children of all ages**, including recruiting, training and supporting adults within the parish to assist on an as needed basis.
- **Offering Pastoral Care** *[Sharing in the general pastoral needs of the parish, with specific attention to the pastoral needs of the children, youth and families of our parish 'ohana.*
- **Organizing, planning and facilitating Junior/Sr. High youth group gatherings.** Including devotional activities; social outings; and service, outreach and mission-based projects for the youth, appropriate to the restrictions noted above. Develop personal relationships with youth by creating a welcoming, fun and inclusive culture, being a positive role model, and providing spiritual counseling as needed; also develop close ties with parents/guardians to support youth faith formation.

- **Supporting** parents, grandparents and other caregivers in the provision of Christian education for children. Purchase and inventory Godly Play Supplies; Communicate with younger children's families/ Cultivate opportunities for children to be connected with and participate in the overall life of the parish, both children already attending and those who are not yet.; Maintain the Sunday School (Godly Play) budget and other important documentation (ie. Enrollment, Safeguarding training, etc.); Attend annually continuing education programs in Children's Ministry. Create Christian Education offerings that can be provided within the safeguards of the pandemic or accessed on-line.
- **Supporting, encouraging and creating opportunities for youth to be involved in worship** as approved by the clergy, and appropriate within the pandemic guidelines.
- **Examine the possibilities of providing some form of on-line individual tutoring**, working with families and volunteer tutors to create a viable substitute for the After School tutoring program.
- **Networking with pastors/youth workers/teachers** from other churches and schools in the community to advocate for and make positive changes in the lives of children in our immediate area and on our island home.
- **Reaching out to schools, homeschoolers, and organizations** in the community to recruit and/or collaborate with youth programs, within the pandemic guidelines.
- **Being a presence in the wider community** as a minister of our parish, supporting our youth in sporting, musical, theatrical, and other events, as well as making pastoral connections with youth not associated with our parish.
- **Working within the Community Meal Ministry** to support families that attend the weekly meal. Provide appropriate keiki educational/craft materials during the drive through meals at St. James' and St. Columba's weekly.
- **Maintain the Church Register** with Baptism and Confirmation information.
- **Attend annually continuing education programs** in Youth Ministry as offered by our diocese or wider Episcopal Church, and also in relevant trainings related to youth engagement and developmentally appropriate best practices as approved by the Rector.
- **Serve on the Diocese Youth Visioning Team** as the Big Island Liaison. Meeting monthly to set long term goals for the future of youth programs in the Hawai'i Episcopal Diocese.

GENERAL RESPONSIBILITIES

- Initiate, implement, and oversee religious curriculum development, consistent with the Episcopal Church, to meet the particular needs of parish children and youth and their families.

- Meet weekly with the Rector.
- Regularly participate in the worship and community life of the parish congregations.
- Be available to attend Vestry meeting as requested by the Vestry.
- Communicate and advocate with the congregation about the Children's and Youth Ministry programs.
- Maintain and regularly update the Children's and Youth Ministries pages on the Parish website and Facebook page. Write a weekly blurb for the Parish Newsletter, including pictures. Keep insert up to date with upcoming events.
- Maintain Safeguarding God's People certification in our Parish through the Diocese.

PHYSICAL AND OTHER REQUIREMENTS

- Lifting: Lift supplies and materials (approximately 35lbs.)
- Standing: Required to remain on his or her feet in an upright position for continuous periods of time without being able to leave the work area.
- Walking: Required to walk distances on the Church campus and off-campus locations during the course of his or her work.
- Must have a valid driver's license, personal transportation and insurance.

REQUIRED SKILLS AND ATTRIBUTES

- A baptized Christian with well-grounded and mature Christian faith, with the ability to articulate it to young people.
- Experience working with children and youth ideally in an education capacity.
- A demonstrated commitment to working with children, young people, and parents in a high-energy and dynamic environment.
- Ability to coordinate music opportunities, working with musicians both within the parish and in the wider community.
- The ability to read, write and speak English fluently. Other languages, such as Hawaiian, Ilocano, or Marshallese a plus.

- Ability to prioritize and manage multiple projects simultaneously and follow through on issues in a timely manner.
- Strong written, verbal, interpersonal, and listening skills.
- Effective, concise, and thoughtful communicator.
- Proficient and knowledgeable in Microsoft Office (Word, Excel, and Outlook) and ZOOM. Use of Publisher a plus. Also, proficient and knowledgeable with Facebook, Twitter, Instagram, and other social media platforms.

OTHER

Employment is contingent on successful completion of background check and completing Diocese/National Church's Safeguarding requirements.