



Director of Children, Youth, & Family Ministries

GOOD SHEPHERD EPISCOPAL CHURCH & SCHOOL

GENERAL DESCRIPTION

The Director facilitates the operation of the children, youth and family ministries which foster a safe, friendly, and welcoming environment where all may experience the love of God and be spiritually nurtured as disciples of Jesus Christ. These ministries are a key component of the spiritual formation offered at Good Shepherd Episcopal Church and School.

MINISTRY CONTEXT

Good Shepherd Church and School is a program-size Episcopal Congregation located in Tequesta, Florida. We have average Sunday attendance of 300, with approximately 60-70 active children and youth. Several young families have joined the church in recent years and continued growth of this demographic is a central component of our future ministry. Our parish day-school is on the same property as the church and has a currently enrollment of 120 students (Pre-K through 5th grade).

PRIMARY DUTIES AND RESPONSIBILITIES

Relational Ministry: The Director ensures that relationships are developed between the children, youth, church staff, volunteers, and the church as a whole.

- Actively build relationships with youth and their families.
- Actively work to foster intergenerational ministry opportunities, which encompass the diversity of our parish community.
- Actively seek opportunities to enhance relationships and ministry opportunities between the Good Shepherd Church and School.
- Maintain excellent communication with youth, parents and the church through a variety of print, digital, and social media.
- Develop and implement systems for tracking, following up, and checking in with children, youth and families who are new, have not been attending, or attending regularly.

Program Development: The Director, under the direction of the Rector and in collaboration with an invested team of people, oversees all regular weekly programming and a diverse calendar of special events for children, youth and their families.

- Establish developmentally appropriate programs and activities that excite and encourage faith formation and growth, and build relationships.

- Ensure thorough preparation for programs and activities: information is shared with all necessary parties, proper documentation is collected, the required number of volunteers are secured and trained, and all safety and protection procedures are followed.
- Organize, communicate and promote weekly programs and special events well before the event. Records and notes are updated after each event for future reference.
- The Director advocates for children, youth, and their parents in the context of the whole church community, continually bringing to the forefront those issues that are important to the spiritual nurture of children, youth and families.
- Develop a budget for the program year and individual programs/activities.

Leadership Recruitment & Training: The Rector and Vestry are committed to the continuing development of an empowered laity. To that end, the Director will work with appropriate parish groups and organizations to increase the involvement of the laity of the parish in all areas of the ministry.

- All volunteer positions have clear results based job descriptions.
- All children's and youth ministry volunteers are recruited and receive training at least one month before their terms of service are to begin.
- The retention level of children's and youth ministry volunteers is high, providing consistent, long-term leadership.
- Ongoing trainings are being provided for the children's and youth ministry volunteers including group gatherings and "on-the-go" training times. Spiritual support and encouragement is also provided for the volunteers working hands-on with the youth in the youth ministry.
- All adults involved in the children's and youth ministry programs have met the necessary requirements for serving as a volunteer (such as Safeguarding training and background screenings) and that all adults are engaging in safe church practices.

Vision and Planning: The Director works with a team of parents and other committed adults to develop and evaluate the short term (1 year) and the long term (3-5 years) vision for the children and youth ministries at Good Shepherd that includes faith development and growth through: fellowship, mission, Bible study, relationships, and church involvement.

- Programs, activities, and opportunities that support the short-term and long-term vision of the ministry are developed and implemented.
- The Director effectively shares the vision of the children's and youth ministry with the children, youth, parents, volunteers, church staff and the church as a whole.
- Youth, parents, and staff understand the vision and can articulate how different aspects of the ministry fit into the vision.
- The Director continually evaluates the effectiveness of the ministries in relation to the short and long-term vision, soliciting input from youth, parents, church staff and others.

Collaborative Ministry: The Director supports and collaborates with all other staff members and lay leadership at Good Shepherd Church and School.

- Develop a team relationship with other parish leaders.

- Participate in administrative and leadership meetings, as needed, including attendance at weekly staff meetings.
- Participate in an annual evaluation of this ministry.
- Participate in the budgeting process.
- Follow parish financial policies and guidelines, and communicate with the parish treasurer regarding the status of youth ministry funds that are received and expensed.
- Assume responsibility for overseeing the appropriate use of the church facilities and grounds during youth events.

ACCOUNTABILITY

The Rector shall be the final authority on all matters concerning the Children, Youth, and Family programming. The Director will serve at the will of the Rector and will meet with the Rector for support and encouragement and to establish ministry goals. The Rector will review the Director's performance annually.

PREFERRED QUALIFICATIONS AND SKILLS

- A growing and personal relationship with Christ
- A bachelor's degree or higher
- Three+ years' experience in children's, youth or family ministry
- Excellent communicator through all media (oral, written, digital, etc.)
- Understanding and empathy for children, youth and their families.
- Organized, proactive, self-starter
- Creative, collaborative spirit
- A desire to always be learning

BACKGROUND CHECK AND REFERENCES

Employment is contingent on a successful completion of criminal background check. Minimum three references are required, including at least one personal and one professional reference.

COMPENSATION AND BENEFITS:

The position is full time (40 hours per week), with the following benefits:

- Competitive salary
- Group health coverage
- Paid holidays, vacation, and sick days
- Retirement savings plan
- Paid professional development and training opportunities
- Annual salary range is \$35,000 – 45,000, depending upon training, experience and demonstrated abilities.

Submit a cover letter and resume to:
The Rev. Doug Scharf
dscharf@goodsheponline.org
Visit us online at www.goodsheponline.org