



**ST. ANDREW'S**  
EPISCOPAL CHURCH

Position: Director of Children, Youth, and Family Ministries (Part-Time, 15 hours/week, with opportunity for growth)

Available beginning: Summer 2022 (Flexible start date, but ideally by August 15)

Location: Longmeadow, MA

St. Andrew's is a transitional-sized Episcopal parish in Longmeadow, Massachusetts. They are known in the community for their monthly Celtic services, as well as their commitment to community outreach and missions.

In an effort to support a more intergenerational ministry:

St. Andrew's seeks a new Director of Children, Youth and Family Ministries to oversee faith formation for families of all ages and to integrate children and youth into the life of the parish. This position is 15 hours per week, with potential for growth. Current established programs include Church school (pre-K to 5th grade) as well as High School Confirmation Class. There are middle and high school youth in the congregation, but the broader Middle and High School youth ministry programs are in need of development.

The ideal candidate would be a person of deep personal faith with a background in the Episcopal Church (or similar church tradition) and an energetic and creative collaborator. Love for working with children and teenagers is a must. Experience working with children in the church or an educational setting is required. Bachelor's Degree or higher is preferred. This role is expected to develop over time and St. Andrew's hopes to find the right person to contribute to that vision and growth. We are asking for an initial three-year commitment to allow time to build the program.

#### Key Responsibilities

- Serve as the leader for faith formation ministries for children and youth.
- Articulate to parents and the parish the purpose and goals of the church's programs for children and youth.
- Collaborate with the CYFM Steering Committee for visioning.

#### Children and Youth Program Management

- Establish Church School Curriculum in collaboration with the Rector and serve as lead teacher for Church School
- Coordinate Sunday morning volunteers including schedules, training, supplies, etc.
- Oversee all aspects of Youth Group including content, leaders, planning, and special events.
- Teach Confirmation Class in collaboration with the Rector.

- Contribute to creative worship opportunities for children and youth.
- Plan periodic youth mission trips and pilgrimages in collaboration with clergy.

#### Family Ministry

- Build personal, pastoral relationships with children, youth, and parents, and work in cooperation with other staff members and lay leadership of the parish.
- Explore opportunities to integrate children and youth into the life and ministry of the parish.
- Foster a commitment to intergenerational learning and fellowship.
- Assist the Rector in providing personal spiritual nourishment for parents of all stages and equip them with tools and resources to serve as faith leaders for their children.
- Explore possibilities for family outreach projects, in conjunction with the parish or parish-sponsored organizations.
- Be present at parish major events as needed.

#### Communications

- Execute direct communication to families via relevant platforms (email, social media, mail, etc.).
- Partner with church staff to include children and youth ministry updates in parish-wide communications such as the website, bulletin, e-mails, and social media.

#### Administration

- Ensure proper adherence to Safe Church/Model Policies for volunteers.
- Submit and maintain the annual budget for children and youth ministry.
- Participate in weekly staff meetings.
- Perform other duties as requested by Rector.

This position reports directly to the Rector. An expected schedule includes Sunday mornings, with office hours and other programming flexible. Night and weekend work is seasonally anticipated, including special events and trips.

The Director of Children, Youth, and Family will engage in a shared ministry with the Rector, a ready and willing resource with a background in youth ministry.

To learn more about St. Andrew's, visit our website at <https://st-andrews-longmeadow.org>. Interested candidates can submit a resume and cover letter to The Rev. Charlotte LaForest at [charlotte@st-andrews-longmeadow.org](mailto:charlotte@st-andrews-longmeadow.org).