

Christ Episcopal Church, Gardiner, Maine
Children and Youth Ministries Coordinator—Job Description

Summary

The Children and Youth Ministries Coordinator is responsible for overseeing and implementing spiritual formation for the children, youth, and their families of Christ Church. The Coordinator will report to the Rector and work closely with the Education Committee.

Objectives

- To build a strong community of faith within the families and children of the parish.
- To recruit, train, and coordinate volunteers
- To develop programs that can evolve with the changing needs of our children, youth and families
- To connect youth with offerings from the Episcopal Diocese of Maine
- To reach children, youth, and families in the wider Gardiner area who are not presently connected to faith communities

Qualifications

- A commitment to Christian spiritual development
- Experience in the development of Christian formation programs either in a volunteer or professional capacity
- Some teaching experience preferred
- Comfortable with and proficient at creating/maintaining an online and social media presence for our children and youth ministries
- Familiarity with the liturgical cycles of the year
- Strong organizational skills and a spirit of collaboration and teamwork
- Full acceptance and affirmation of the LGBTQ community, particularly youth
- The leadership skills to recruit, train and support volunteers

Responsibilities

- Prepare weekly Sunday School lessons and projects (curriculum provided); Sunday School takes place during the 10am worship
- Organize gatherings for youth and families
- Plan and lead occasional youth activities including service projects
- Send weekly emails to families and/or submit information about programming to the office for the weekly newsletter
- Work with the Education Committee to recruit volunteer teachers
- Provide any necessary training for the teachers
- Work with the Rector to plan Family or Inter-generational Sundays
- Plan appropriate gatherings throughout the year in observation of the liturgical calendar
- Think creatively about ways to invite the broader community, particularly children and families, to participate in spiritual formation
- Organize the Christmas Pageant
- Summer Camp planning and recruiting
- Regular Meetings with the Rector and Education Committee
- Submit to the Treasurer in November budget needs for the program in the upcoming year.

Expectations, Accountability, and Reporting

- The coordinator is expected to be present on Sunday mornings for the 10:00 am service and for other scheduled youth, children, and family events (substitutes can be found for vacations and other necessary absences)
- The salary will be contractually agreed upon and compensation and hours reviewed annually
- Will complete the required Safe Church Training and background checks

Hours and Salary

- This is a salaried staff position for approximately 10 hours per week for 10 months a year (Labor Day-Memorial Day with a couple of extra weeks to plan and lead a weeklong summer camp)
- Salary range is \$10,000 to \$13,500 annually with two weeks of paid vacation.

Applications will be accepted until September 30, 2022. Please include in the application: a current resume, 3 references with contact information, and a letter of interest for this position. Please send all materials to the Rev. Kerry Mansir at kerry@christchurchgardiner.org