

# Director of Youth and Family Ministry

*St. Michael and All Angels Episcopal Church  
Mission, Kansas*

## JOB DESCRIPTION

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### GENERAL DESCRIPTION

Under the supervision of the Rector, the Director of Youth and Family Ministry will oversee all ministries related to families with school-age children at St. Michael's. The Director will work in collaboration with clergy, staff, and lay leadership, including the Family Ministry Team made up of committed parishioners. The Director's responsibilities focus around four goals, each seasoned with the fun and playfulness associated with family ministry:

- Christian and biblical *education*;
- moral and spiritual *formation*;
- deep and meaningful *relationships* with peers and adult leaders;
- *ministry* to others both within and outside of the church.

This position is for someone who loves working with youth and families and who feels called by God to that work. The Director of Youth and Family Ministry at St. Michael's is a full-time, non-entry level position with salary and benefits reflecting the nature of the position.

### NECESSARY SKILLS

The Director of Youth and Family Ministry will:

- communicate effectively and appropriately with children, youth, and their families.
- provide collaborative leadership to the Family Ministry Team and other lay leaders.
- be a respectful team player among the clergy and staff as they work together to ensure the flourishing of St. Michael's and its ministries.
- demonstrate energy and self-motivation, including the introduction of new ministries and new ways of doing old ministries.
- carry out responsibilities in an organized fashion, providing the organizational foundation for the variety of ministries to youth, children, and families.
- demonstrate flexibility and patience given the unpredictable nature of ministry in the church.
- ask for and expect collaboration, respect, patience, and compassion from clergy, staff, and lay leadership.

### MINIMUM QUALIFICATIONS

The Director of Youth and Family Ministry will:

- be a faithful lay person in the church with knowledge of and appreciation for the traditions and practices of the Episcopal Church.
- have an educational background oriented toward education, child development, and/or family ministry (a master's degree is strongly preferred).

*(over)*

- have a minimum of 3-5 years of experience in children or youth ministry, preferably in a congregation of similar size (or equivalent professional experience at Rector's discretion).
- have experience supervising or facilitating the work of others, preferably in a ministry (or other volunteer) environment.
- provide references that speak to the candidate's skills and the capacity to fulfill the essential responsibilities of this position.
- complete Safeguarding God's Church and Safeguarding God's Children certifications along with other required diocesan training related to providing a safe and healthy ministry environment.
- undergo a background check.

## **ESSENTIAL RESPONSIBILITIES**

The Director of Youth and Family Ministry will:

- work collaboratively with (and be supported by) clergy, staff, and lay leaders to develop a meaningful and workable strategy for ensuring the success of youth, children, and family ministry at St. Michael's, including the cultivation of an enthusiastic and joyful atmosphere.
- identify and incorporate new families into the St. Michael's community and its ministries.
- lead the weekly "Youth Group" gathering that currently meets on Sunday evenings.
- organize and support children and youth Sunday School opportunities, including the creation of teacher rotations and selection/creation of curriculum.
- facilitate the occasional meetings of the Family Ministry Team to strategize about family ministry and to create the ministry calendar for children, youth, and family events.
- maintain effective, ongoing communication with lay leadership.
- seek to develop and expand lay participation and leadership in family ministries.
- ensure that all participants in family ministries have up-to-date certifications in Safe Church and other required training (e.g. anti-racism training).
- attend weekly staff meetings, reporting on behalf of the youth and family ministry and contributing collaboratively to the leadership of the parish.
- monitor and approve expenditures for three budget areas (family ministry, youth ministry, children ministry), including the preparation of yearly budget proposals.
- participate regularly in the worship life of the church both to provide an example to our youth and children and for the Director's own spiritual health.
- cultivate a cooperative and growing relationship with the Episcopal Diocese of Kansas Youth Ministry, promoting participation in diocesan youth activities and ministries.
- participate in continuing education, including those trainings required by the diocese or the national church.
- prioritize self-care by actively maintaining physical, psychological, financial, and spiritual health (while expecting that the rector and parish will be equally concerned for and respectful of the Director's need for self-care).

To apply, please send a cover letter and resume to Fr. David Cox at [David@stmaa.com](mailto:David@stmaa.com).