



St. Elizabeth's

A FAMILY OF FAITH

St. Elizabeth's Episcopal Church

DATE: Summer 2021
TITLE: Director of Children's and Youth Ministries
REPORTS TO: Rector
STATUS: Part-Time (An Average of 19 Hours Per Week)
FLSA: Non-Exempt

Job Summary

The Director of Children's and Youth Ministries will provide vision and direction in fostering the spiritual development of the children, youth, and families of St. Elizabeth's Episcopal Church, using appropriate resources and volunteers. In doing so, he/she will be—or will seek to be—well-versed in the Episcopal tradition and will build a program that establishes a foundation of spiritual formation and Christian education in the lives of our children and youth. This will be done by creating a program that blends worship, learning, and service to others in a fun and creative way. The Director will engage the children and youth in the life and worship of the parish and diocese - and the people of the parish in the life of the children and youth. He/she will also be responsible for recruiting, training, and overseeing volunteer teachers for the program. The Director will seek to create a safe and welcoming environment for all of God's children regardless of race, ethnicity, gender identity, sexual orientation, or ability.

Essential Functions

- In consultation with the Rector and the Christian Education Council, identify age appropriate and creative programs of Christian formation that will nurture their faith and foster their love of God and commitment to the church.
- Plan, schedule, coordinate, and execute activities each week during the school year. These may include, but are not limited to: Children's and Youth Sunday School, Children's Chapel, Wednesday evening Youth Group activities, Diocesan weekend youth activities, and other parish-wide events.
- Plan, schedule, coordinate, and execute yearly activities such as Vacation Bible School, the Blessing of the Backpacks, Family Christmas Eve Service, Epiphany Pageant, Easter Egg Hunt, and other activities that may be suggested by the Rector or the Christian Education Council.
- Cultivate the practice of regular church attendance among children and youth.
- Recruit and train adult members of the parish to be effective teachers for all educational groups, as well other volunteers to support the program.

- Act as a substitute teacher for all children and youth education as needed.
- Facilitate and maintain excellent and timely communications with the children, youth, parents, and volunteers to ensure awareness of Children and Youth activities on Wednesday evenings, Sunday mornings, and other activities as they arise. This includes appropriate social media. The Director applicant should be proficient in using appropriate social media and technology.
- Generate parish members' interest in Children and Youth activities by informing and providing pertinent information through the appropriate forms of communication.
- Network with other youth groups/directors in the diocese to promote youth participation in diocesan events.
- Plan and organize fundraising activities for age-appropriate youth activities.
- Collaborate with the Nursery Supervisor to ensure budgeted resources are available to provide adequate nursery care and activities for newborn through young children up to age 5.
- Collaborate with the Christian Education Council for all Children's and Youth programs and activities.
- Perform other special duties as assigned by the Rector.

Other Responsibilities

- Collaborate with other St. Elizabeth's Councils, staff and volunteers to assure coordination of Children's and Youth activities.
- Ensure needed resources and materials are obtained and accessible for activities and programs through collaboration with the Christian Education Council and Council Vestry liaisons.
- Collaborate with the Christian Education Council to develop and submit a yearly budget to the Treasurer. Submit all receipts and financial reports to the Treasurer weekly.
- Attend monthly Christian Education Council meetings, weekly staff meetings, and one-on-one meetings with the Rector as requested.

Minimum Qualifications and Expectations

- Possess a mature and vital Christian faith with a clear understanding of Episcopal traditions and liturgy and/or be willing to learn about Episcopal traditions and liturgy.
- Successfully complete a comprehensive background check.
- Be able to create a safe and welcoming environment for all of God's children regardless of race, ethnicity, gender identity, sexual orientation, or ability.
- Fulfill all requirements of the Episcopal Diocese of East Tennessee for training and certification in avoiding sexual harassment and abuse, including their current program *Safeguarding God's Children*.
- Abstain from the use of illegal drugs and from abusing alcohol or prescription drugs. St Elizabeth's Episcopal Church will not tolerate the use of illegal drugs or the abuse of alcohol or prescription drugs. If there is a suspicion of illegal drug use, abuse of alcohol, or abuse of prescription drugs, we reserve the right to require an employee to submit to a drug test. A positive test will be grounds for immediate dismissal. Refusing to submit to a drug test will be grounds for dismissal.
- Must be at least 21 years of age and hold a valid Tennessee driver's license.

Education

College degree—one that is completed or in-progress—is preferred but not required.

Experience

- Experience—or genuine interest—in working with children and youth, preferably in a church or religious setting.

Physical Requirements

- Able to move freely and participate in light-to-moderate physical activities.
- Able to supervise children and adult volunteers through speaking, hearing, and seeing.
- Able to speak and make presentations in small and large groups.

Core Competencies

- Approachability – easy to approach and talk to; spends the extra effort to put others at ease; presents warm, pleasant, and gracious characteristics; is sensitive to and patient with the interpersonal anxieties of children, youth, and adults; is a good listener; builds rapport well.
- Teamwork – works well in a team setting; contributes as a team player.
- Communication – able to write and speak effectively in a variety of communication settings and styles; can get messages across that have the desired effect.
- Composure – is cool under pressure; is considered mature; can handle stress; is not knocked off balance by the unexpected; is tolerant with people and processes.
- Creativity – comes up with new and unique ideas; tends to be seen as original.
- Interpersonal savvy – relates well to all kinds of people both inside and outside of the organization; builds constructive and effective relationships; uses diplomacy and tact.
- Managing Vision and Purpose – communicates a compelling and inspired vision or sense of core purpose; talks beyond today; makes the vision shareable by everyone; can inspire and motivate.
- Organizing – can marshal resources to get things done; can orchestrate multiple activities
- Planning – accurately scopes out length and difficulty of tasks and projects; sets objectives and goals; develops schedules and assignments, sees ahead clearly.
- Time Management – uses his/her time effectively and efficiently; concentrates his/her efforts on priorities.

The Rector of St. Elizabeth's Episcopal Church will set priorities for the Director's work and judge the Director's performance.