

Children and Youth Ministry Coordinator

Overview: To provide specific, focused and comprehensive ministry with young people. *The unique environment of children and youth ministry requires a person of spiritual and personal integrity and maturity who provides a healthy role model for young people. This person must be able to demonstrate an ability to work with the public, communicate effectively and maintain confidentiality of all information received and/or discussed.*

Reports to: Rector (or a member of the clergy designated by the Rector) and Vestry.

Annual Review: Rector and Vestry.

Paid Position: Part time

Primary Responsibilities

1. Provide personal leadership in the development of children and youth ministries programs, including:

- Developing liturgical worship situations in which the transforming power of God is experienced, leading toward discipleship markers such as baptism, first communion, and confirmation.
- Being available to children, teens, and their families to listen and remind them of God's love.
- Organizing fellowship occasions (both regular meetings and special events) that are fun and provide opportunities to know and be known by others.
- Teaching the basic tenets of the Christian faith and how to apply fundamental Christian values to life situations, with a focus on the liturgy and traditions of the Episcopal Church.
- Facilitating participation in small groups that promote sharing and accountability.
- Providing exposure to and participation in mission and ministry.
- Preparing youth to serve as ambassadors of Christ to others.
- Developing, implementing, and/or overseeing the following groups and activities:
 - Children and youth liturgies
 - Bible lessons/studies for elementary, middle, and senior high age groups
 - Diocesan event participation (Happening, Camp Weed, etc.)
 - Participation in Sunday and Wednesday night services
 - Fundraisers, social events, and mission trips
 - Christmas and Easter events/services geared toward children and youth (e.g., Christmas Eve, Christmas pageant, caroling, Easter egg hunt, etc.)

2. Other Responsibilities

- Maintain and update contact lists; regularly reach out to families.
 - Participate in community/diocesan events to build relationships with potential children and youth ministry participants and families (if applicable).
 - Develop and prepare the Youth Ministry budget.
 - Attend staff meetings.
 - Prepare children and youth information for church newsletters, bulletins, and the website.
 - Communicate regularly with parents and youth.
 - Provide periodic, timely communication and program updates for parents.
 - Develop annual program and personal development goals in conjunction with clergy and the parish administrator.
 - In coordination with the parish administrator, oversee safeguarding policies in connection with youth volunteers and staff, ensuring policies are maintained and followed.
 - Ask for guidance and support whenever needed.
 - Other duties as assigned.
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For more information, please contact:

St. Luke's Episcopal Church

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