



ST. DAVID'S
EPISCOPAL CHURCH
301 E 8TH STREET AUSTIN, TX 78701
STDAVE.ORG

Job Description

Job Title: Director of Youth Ministry
Department: Program Team
Reports To: Rector or Rector's Designate
FLSA Status: Full-Time/Salaried

SUMMARY:

The Director of Youth Ministry is responsible for overseeing, supporting, and developing the programs for youth, working directly with middle and high school aged youth and their families. The Director of Youth Ministry will work closely with the program team to coordinate programs for youth ministry as well as the full church. The Director of Youth Ministry will also work with the Children's Minister to support Vacation Bible School programming. The Director of Youth Ministry will report to the Rector or someone the Rector designates, currently the Chief of Staff. We are looking for an individual who feels called to lead youth long-term, someone youthful at heart but not afraid to assert authority in appropriate situations.

ESSENTIAL DUTIES AND RESPONSIBILITIES include, but are not limited to, the following:

1. Provide program and activity opportunities that are accessible, welcoming, and engaging to all youth regardless of socio-economic background, ethnicity, sexual-orientation, physical or mental abilities. Someone who is affirming of all youth, in particular queer and trans youth, youth with learning disabilities (ADHD, autism), and youth living in poverty.
2. Coordinate, with staff and volunteers, meaningful Sunday morning programs for middle school and high school youth, which includes coordinating teachers, materials, refreshments and seasonal programs in concert with primary parish staff and lay leaders.
3. Think creatively about ministry in an urban setting with members of the Youth Group living in all areas of the city.
4. Ensure programs and initiatives are based on the core values of St. David's. They are:

Faith: Believing in God the Father, the Son, and the Holy Spirit as articulated in the scripture and Baptismal Covenant and as lived out in prayer and worship.

Learning: Deepening our relationship with God through education, reflection, and application.

Diversity: Welcoming in the spirit of the New Covenant all people who are seeking God.

Serving: Doing Christ's work in the world by serving others.

Tradition: Honoring our Anglican heritage as well as our history of civic engagement in Austin since 1848.

Participation: Encouraging all parishioners to participate actively in our community of faith.

Authenticity: Striving for truth and openness in our relationships with one another.

5. Coordinate the recruitment and training of Acolytes, both adult and youth, in the important ministry of worship at St. David's.

6. Strengthen a plan for Confirmation that is substantive and formative. Coordinate and facilitate this plan and the confirmation class for youth.
7. Participate in staff meetings and in periodic planning meetings and retreats.
8. Work with the Communications department as well as publicize all weekly and monthly events in appropriate parish publications and communicate upcoming events, deadlines, and opportunities to youth and parents through a variety of media. Communicate with youth and parents appropriately in a variety of ways, such as text, social media (instagram), GroupMe, Facebook, and the youth newsletter. Weekly/bi-weekly communication.
9. Connect youth to other Austin area Episcopal parishes as well as the Diocese of Texas. Volunteer and attend events such as Happening, Lock-in, etc.
10. Lead an annual mission experience, whether it be Episcopal Strong, Missionpalooza, or something else.
11. Support youth in their extracurricular endeavors, such as sporting events or theater performances.
12. Encourage parishioners to become involved in sponsoring youth outings or events, tying all ages more closely together and developing meaningful relationships and fostering respect.
13. Train and recruit adult volunteers
14. Celebrate milestones such as graduating seniors, service awards, etc.

Qualifications:

- Bachelor's degree and experience in leading youth ministry (3-5 years experience is preferred).
- A committed disciple of Jesus Christ able to articulate faith in terms of the Baptismal Covenant of the Book of Common Prayer; someone who will pursue ongoing professional and spiritual formation. Prefer an Episcopalian or someone from a liturgically based faith background.
- A strong ability to build healthy relationships with youth and their families.
- Clear competency in the use of various tools for social media.

Ideal Candidate will have:

- An engaging, positive, and upbeat personality, able to easily and comfortably communicate with young people.
- Exceptional interpersonal skills, diplomacy, tact, and professionalism.
- Ability to maintain confidentiality appropriately.
- Excellent communication skills.
- Strong analytic and organizational skills; capacity for strategic planning and initiatives; and ability to follow-through with attention to detail in all related activities.
- Ability to work on multiple tasks and priorities.
- Self-starter and creative thinker who is comfortable collaborating and working as part of a team.
- Working knowledge of and willingness to train to learn Microsoft Office and Automated Church System (ACS)

PHYSICAL DEMANDS – The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individual individuals with disabilities to perform the essential functions.

Ability to communicate verbally both in person and by phone and familiarity with social media—able to set clear boundaries yet reach young people in ways they communicate. Scope of this position may include fairly strenuous youth outings and the physical capability of keeping up with teens in settings such as campouts, lock-ins, mission trips, game nights, or similar activities.

LIMITATIONS AND DISCLAIMER

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an “at-will” basis.

Supervisor’s Name (print)

Title

Supervisor’s Signature

Date

Parish Administrator’s Approval

Date