



Minister to Youth and Families Job Profile

Revision: July 2018

Employment Class: Part-time, Non-Exempt

Supervisor: Rector

Work Schedule: 15-20 hours

Position Summary

The minister to youth and families assists the Rector in ministering to the educational, spiritual, pastoral, and liturgical needs of the youth and families of the parish.

Essential Job Functions

1) Supervisory Role & Responsibilities

- a. Provides direct leadership to the parish youth group(s). Recruits, trains, and nurtures adult leaders for the youth program.
- b. Works in close conjunction with these leaders to provide meaningful programs for the youth program.

2) Worship and Liturgy

- a. Working with the Rector, helps to plan special youth centered liturgies as needed.
- b. Supervises and designs curriculum for Children's Chapel programming during the 10.30 worship service.

3) Pastoral Care

- a. Working with the Rector, will provide pastoral visits to youth and families who are hospitalized, home-bound, or in crisis.
- b. Responsible for the oversight of data entered into the qualitative membership directory for youth and family ministry.

4) Youth, Young Adults, and Families

- a. Responsible for providing direct ministry to the parish youth through a regular meetings for fellowship and nurture.
- b. Responsible for oversight of the youth ministry.
- c. Responsible for the oversight of the budget for youth, children, and young adults.

Qualifications

Education and Experience: Bachelor's degree and some sort of theological training from an accredited seminary/diocesan institution or its equivalent is required. Some knowledge of general office practices and procedures. Experience as a classroom teacher is desired, but not required. Previous experience in ordained ministry is a plus, but not required. Direct experience with knowledge of the Episcopal Church including its liturgy, procedures, terminology and interrelationships is desired.

SafeChurch certification is a requirement of this position.

Other Required Skills: PC skills with knowledge of MS Word, MS PowerPoint, MS Excel, and other software programs. Ability to maintain spreadsheets and modify formats in order to complete assignments and ability to recommend improvements.

Ability to pay close attention to details and present good planning, organization, and time management skills. Ability to work effectively with interruptions and consistently meet or exceed production and quality goals. Ability to handle confidential or sensitive information or issues.

Must demonstrate ability to work in a team environment and willingness to assume additional or new responsibilities readily.

Initiative: Uses initiative in carrying out recurring assignments. Suggests a direction when something isn't working the way it should. Is encouraged to share their views and make suggestions.

Interpersonal Communications: Consults with Rector for instructions, training and guidance. Consults with external contacts to clarify, obtain and furnish information. Effective oral and written communication skills with good vocabulary, good grammar and good telephone etiquette. Must be able to relate well to people on all levels including children, teenagers, young adults, as well as senior adults.

Complexity of Duties and Decisions: Work consists of tasks, processes or operations where the employee must select and apply standard policies and procedures requiring little interpretation. Resolves most questions independently by choosing between a few clear choices or discussing with Rector. Must adhere to policies, schedules and deadlines. Must conform to standard work practices (safety, security, environmental procedures and church business practices and codes of conduct.)

Scope and Responsibility: Works under general supervision, with broad instructions covering what is to be done, limitations, quality and quantity expected, deadlines and priorities. Additional, specific instructions are given for new, difficult, or unusual assignments. Frequently provides guidance to less experienced personnel. Models and teaches compliance with all work practices, policies and procedures.

Physical Demands

This position is physically demanding. The incumbent will be on their feet for hours at a time, will engage in youthful activities with elementary school aged children and teenagers. The incumbent will also lead mission trips, foreign and domestic. The ability to stand, run, climb, bend, squat, lift, walk, pull, and drive is essential to the functions of this position.

