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*The Mission of Trinity-by-the-Cove Episcopal Church is to spread the Good News of the Gospel and provide a loving and compassionate environment for the continuing transformation of a life in Christ Jesus. We believe this journey is shaped by God through worship, learning, friendship and service to others.*

## **Ministry Description: Director, Children, Youth & Young Families**

### **Purpose**

The Director, Children, Youth, and Young Families plays a key role in planning and overseeing meaningful and engaging Christian Education using the Catechesis of the Good Shepherd for our children and youth from the nursery through high school. The Director reports to the Associate Rector and works cooperatively with the parents, volunteers, other lay leaders, and clergy.

### **Essential Duties and Responsibilities:**

The following duties and responsibilities may change from time to time, as determined necessary.

### **Leadership**

1. Creates a vision for an ongoing, growing education ministry for the children and youth and develops a long-range Christian Education program working with the parents, staff, volunteers, and clergy.
2. Identifies gifts and talents among the congregation and cultivates leadership in the child and youth programs; encourages and empowers parents, and volunteers, among the laity and participating families.
3. Keeps current on the latest trends, methods, materials, and experiences related to the Catechesis of the Good Shepherd, and youth Christian Education.

### **Christian Learning**

4. Works closely with children, youth, and parents to create a safe and open environment to learn about and experience the grace, hope, and love of God.
5. Demonstrates and lives an understanding of God's grace and love as well as an enthusiasm for sharing that love with children, youth, and their families.

6. Demonstrates and lives an understanding of being a life-long disciple and supports the theology of the Episcopal Church and culture of Trinity-by-the-Cove.
7. Collaborates with the Clergy to coordinate special programming for family and intergenerational faith experiences (ex: Epiphany Pageant, Christmas Cookie Sunday, Rally Day, etc.)
8. Plans and carries out yearly Youth Group programming with the input of youth and their families.
9. Coordinates and attends a variety of experiences for Youth including faith-forming events, service events, and mission trips.
10. Recruit and oversee leadership for Youth Group (Jr./Sr. EYC), who will recruit and engage our youth group, and plan yearly programming.
11. Recruit and engage children and youth in worship, including acolytes, youth lectors and family oblationers.
12. Supports clergy with Confirmation class planning and implementation, as needed.
13. Works to ensure full inclusion of children and youth in all aspects of parish life.
14. Provides meaningful advocacy and community outreach support to children, youth, and families in our community.

### **Management**

15. Oversees and manages Sunday school catechists, nursery staff, volunteers, and youth leaders; provides them timely communication and support.
16. Oversees and manages Mom and Dad's Thursday Morning Out.
17. Maintains a safety plan and ensures compliance with insurance standards.
18. Oversees compliance with the Diocesan Safe Church Training and Guidelines for Children and Youth.
19. Coordinates nursery care for parish events: Sunday morning and on an as-needed basis (Annual Meeting, Trinitarians Together, Maundy Thursday, Easter Sunday, etc.)
20. Maintains regular communication with families to provide reminders for upcoming activities.
21. Coordinates orientation of new children and parents.
22. Writes a summary staff report on the highlights and accomplishments from the previous year and the upcoming vision for the next year in the Annual Report to the congregation.

### **Administration**

23. Maintains resource files and order all appropriate curriculum materials for each atrium.
24. Composes monthly newsletter articles for the Trinitarian on the current events in

Christian Education during the programming year.

25. Generates and, when necessary, coordinates weekly bulletin announcements.
26. Generates and coordinates special event mailings, announcements, and letters.
27. Coordinates calendar and scheduling of service projects and liturgies (Levels II/III).
28. Maintains classroom and youth spaces with appropriate learning materials, furniture, and equipment.
29. Purchases needed items for the nursery and church school throughout the year.
30. Tracks expenditures and ensures budget alignment.
31. Works with Associate Rector to plan yearly budget.
32. Performs any other duties as requested.

### **Working Conditions**

This position requires flexibility in hours available for work, including evenings and weekends. The position is a part-time, 12 month per year position and, while compensation is based upon a projected 20-25 hours per week, the actual number of hours required during any given week will be those needed to fulfill the responsibilities of the position. For example, actual hours may be higher during weeks when meetings, events, and other gatherings occur and lower in weeks when they do not. Additionally, the schedule may vary at different times of the year. Much of the work can be done at home, but the Director must be at Trinity for meetings, events, and staff meetings. An office space, voicemail, a Trinity email address, sexton support, and office support for mailings and copying are provided by Trinity for work related to this position.

### **Qualifications:**

- To perform this job successfully, an individual must demonstrate skills in the areas of Leadership, Christian Education, Management, and Administration.
- High school diploma or general education degree (GED) required; preference will be given to a related college degree and/or 3 or more years' experience in related field.
- Level 1 CGS (Catechesis of the Good Shepherd) completion preferred, as well as a commitment to complete all levels of the CGS program. Funding available for professional development.
- Ability to work collaboratively with catechists, volunteers, and staff.
- Proficiency in Microsoft Office programs, use of classroom technology, AV equipment, understanding the proper use of social media platforms.
- Strong organizational skills and a good planner.
- Strong written and oral communication skills
- Self-directed; ability to work autonomously.
- Coachable and able to make good use of constructive feedback.
- Effectively uses creativity, energy, and excitement to keep things fresh and people engaged.
- Loves working with children and youth and sparking their interest in learning as part of a lifelong faith journey.
- Commitment to their own faith journey
- Willingness to commit to this ministry for a **minimum of two years.**

- This person must pass a criminal background check and complete a Safe Church Training.

**Physical Demands:** Ability to work with children and youth at their level. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

**Application Details:** Thank you for your interest in the position. A completed application will include 1) a cover letter outlining your qualifications and the reasons for your interest in this position, 2) a resume, and 3) names and contact information for at least three references.

**Please provide these via email to [dfinch@trinitybythecove.com](mailto:dfinch@trinitybythecove.com) .**