Director of Youth Ministry

Church of the Nativity is seeking a creative and energetic person to serve as Director of Youth Ministry. Church of the Nativity has a vibrant and welcoming youth ministry program. We seek a person with mature faith, strong relational skills, creativity, and positive energy who can engage youth and families in authentic and life-giving ways. The Director of Youth Ministry coordinates all youth events for grades 7^{th} – 12^{th}, is responsible for weekly programming for Sunday School and Sunday evening youth groups, and collaborates with the Director of Formation for Club 56 monthly programming. This position also works to provide mid-week opportunities for youth fellowship and facilitates participation in Diocesan events and programs. The ideal candidate is an effective communicator with experience in social media and digital tools, is well organized, has a spirit of collaboration and teamwork, a sense of humor, and a sincere love for all people. This position is 30 hours per week with the expectation that Sunday is a workday. There is administrative support for planning and scheduling. This position comes with insurance, pension, and paid time off.

Responsibilities and Duties

- Help to facilitate growth in young people's relationship with Christ.
- Establish trusting relationships with our young people, as well as their parents, through excellent communication and teaching skills. Create a welcoming atmosphere and plan for follow up with first-time visitors to youth events. Specific duties include:
    - Weekly Constant Contact emails with parents and youth
    - Maintain contact with youth through text groups and social media
    - Maintain all youth social media sites, youth website, and brochure materials
- Recruit, train, and support all volunteers needed to implement Christian Education and Activity programs for 5^{th}-12^{th} grades. Specific duties include but are not limited to:
    - Weekly contact with all teachers
    - Collect supplies and maintain Sunday School rooms
    - Prepare for teacher training with other children and youth staff and clergy
    - Plan weekly youth gathering for Sunday evenings
        - Plan program
        - Collect supplies
        - Coordinate volunteers and food
    - Plan and coordinate Wednesdays in Lent for youth
- Organize, lead, and/or attend special events and trips/retreats for youth such as Diocesan Youth Events, Summer Mission Trip, outreach opportunities, and other trips or outings.
- Support the parish youth confirmation program under direction of the Priest Associate, including providing input on the curriculum, and coordinating volunteers and any other aspects of the program.

- Encourage and support the participation of youth in the life of the larger parish and diocese, such as acolyte, lector and other roles/programs. This includes being available and inviting for all relational, programmatic, and communication needs.
- Plan and host monthly children and youth council meetings in coordination with other children & youth staff.
    - Recruit council members
    - Plan agendas and hospitality
    - Lead meetings
    - Communicate with members about meetings, notes, and action items
- Coordinate with clergy in selecting developmentally appropriate curriculum and programs, including Episcopal Youth Community (youth group outside of Sunday morning programs)
- Consult and collaborate bi-monthly with Youth Council, including regular contact with Vestry Liaison to Youth Ministry
- Oversee administration of the budget for youth programs, with regular review and approval from the Priest Associate
- Attend diocesan youth ministry meetings
- Participate in weekly church staff meetings to ensure proper communication of events that impact other staff (building/grounds, newsletter, finance, etc.)
- Participate in ongoing continuing education
- Participate in other parts of parish life in order to increase visibility and to advocate for the active presence of youth in the life of the congregation. This will include attending parish-wide events such as Parish Retreat and Spaghetti Suppers.
- Meet regularly with Priest Associate to coordinate, plan, and evaluate progress and processes.

Please send resume to:
Church of the Nativity
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