

Saint Mark's Episcopal Church
Director of Children, Youth and Family Ministries

Job Description

Saint Mark's Children, Youth and Families Mission

*Saint Mark's celebrates and encourages the ministry of children and youth
and is committed to nurturing their families to live a Christ-centered life.*

Role of Director of CYF

The Director of Children, Youth and Family Ministries will work with a team of volunteers to develop and implement program and ministry for young people and their parents at Saint Mark's.

Our Community

Saint Mark's is a diverse community sustained by natural inclusiveness. It's a welcoming and supportive place where members of all ages are challenged to seek and serve Christ in all persons.

Director of CYF Responsibilities

While specific responsibilities are subject to review and adjustment, they fall into four general categories: Children, Youth, Family and Administration.

Children

1. Church School
 - a. Provide oversight and leadership of Sunday morning Church School program for children pre-school through grade 5
 - b. Provide support to volunteer Sunday morning Church School teachers, including preparation of classroom materials
 - c. Continue to look for and implement best curriculum
2. Summer Programs
 - a. Organize and implement weekly summer Church School program
 - b. Direct a 5-day program for children in late August, using youth and adult volunteers

Youth

1. Youth Group
 - a. Attend and lead the weekly youth group, taking the primary role with the middle school group when they split off
 - b. Provide oversight and leadership of weekly Youth program for grades 6 – 12
 - c. Work with youth group volunteers and church leadership to develop an annual calendar of events
 - d. Create and implement curriculum and activities
2. Confirmation
 - a. Lead Youth Confirmation program as needed
3. Worship
 - a. Train, coordinate and supervise Youth Acolytes

- b. Work with Rector to identify and implement additional ministries for youth in Sunday morning worship

Parents

1. Family Fridays
 - a. Coordinate Friday evening programs in Lent for families with children
2. Parent Education and Support
 - a. Determine areas of interest or concern and help to implement periodic programs (classes or small groups) to address those areas.
 - b. Seek to know and develop relationships with parents in the community

Administration

1. Budget
 - a. Prepare annual budget, subject to approval by the Rector and Vestry
 - b. Disperse approved funds, according to church procedure
2. Meetings
 - a. Attend weekly staff meetings
 - b. Attend regular youth group meetings
 - c. Meet regularly with church school teachers and youth group volunteers
3. Communication
 - a. Coordinate publicity for all CYF events
 - i. Articles in newsletter and Sunday bulletins
 - ii. Social media
 - iii. Website
 - iv. Saint Mark's School publications
 - b. Produce materials to be included in the church's Annual Report

Expectations

- ☐ The Director of CYF participates in all CYF events and activities
- ☐ The Director of CYF participates in regular Sunday worship, as well as other meetings of staff and congregation, as an integral member of the Saint Mark's Staff
- ☐ The Director of CYF is trustworthy, honorable in conduct, and complies with all "Safe Church" policies, including screening, training and mandatory reporting

Working Conditions

- ☐ The Director of CYF is a fulltime, year-round position
- ☐ Compensation is based upon a projected 40 hour work week; actual hours vary seasonally
- ☐ Weekend and evening work is required
- ☐ The primary workplace is Saint Mark's Church, but some duties can (and must, in some cases) be performed offsite
- ☐ Voice mail, a Saint Mark's email address and administrative support for mailings and copying are provided for work related to this position

Qualifications

The ideal candidate has the following characteristics:

- A strong and deepening faith, and an ease in sharing it
- A passion for music, and the ability to lead music-making with our young people
- Interest and skills in the arts, and love of the outdoors
- Gifts in working with both young people and their parents
- Strong organizational and management skills
- Training in or a working knowledge of childhood development
- A member or fan of the Episcopal church, knowledgeable and comfortable with our traditions and teachings
- A kind, warm and energetic spirit
- Social media savvy