Director of Christian Formation and Youth Ministries

St. Paul’s Episcopal Church

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**Overview and Job Description:** St. Paul’s Episcopal Church is a mainline, Protestant Christian community of faith. We are progressive in our theology and inclusive in our outlook. We are a community united by our common worship and our commitment to work together to join with God in God's reconciling work in the world. **We invite all people,** wherever they may be in their faith journey, to join with us as we seek to support one another in following the way of Christ and being a part of God's vision for the world.

We are searching for a *Director of Christian Formation and Youth Ministries*. This individual shall orchestrate the entire educational ministry for children ages 18 months through 18 years in our congregation, in order to deepen their knowledge and understanding of God, God’s world, and their individual gifts and ministries. This person will report to and implement direction provided by the Rector (Senior Pastor).

**Job Qualifications:**

* Committed Christian who is dedicated to children/youth ministry required.
* Knowledge and understanding of the history and processes of the Episcopal Church is helpful but not required. Willingness to learn these things a necessity.
* Formal Director of Religious Education (DRE) training is helpful but not required, significant experience teaching Sunday School, or comparable activities is preferred.
* Good communication skills (both written and oral) are required. Computer skills with common office software (Microsoft Office) also required. High degree of organizational skills a necessity. Experience with and willingness to use mass and social media to connect with our children, youth, parents and volunteers is required.
* Energy, a commitment to youth, and a desire to share your time and talent with our young people are a must. Personal growth and participation in available on-going training and personal education is expected. Dynamic, energetic, and creative personality desired.
* Participation in professional organizations and attendance at appropriate conferences will be negotiated as funds allow.

**Primary Duties:**

* In conjunction with the Rector, recruit and train volunteers, provide nurturing and fellowship for youth and teens.
* Day to day management of the normal church year education programs, including supervising volunteers for the children’s music program.
* Ensure volunteers are present and prepared for these programs
* Assist in the planning of special/seasonal church programs, mission trips, pilgrimages
* Schedule parent meetings for fundraising for mission trips and pilgrimages
* Develop educational budget for Vestry approval. Manage approved budget.
* Order required material and supplies
* Attend staff meetings, worship committee and liturgical committee meetings
* Serve as advocate for Christian Formation & Youth Ministries
* Regularly communicate and connect with children, youth, parents and volunteers using e-mail, text and mass and social media.

**Secondary Duties:**

* Facilitate learning experience beyond Sunday School/Youth Programs
* Be a resource person (when called upon) for worship programs and seasonal events and director of acolytes.
* Work with the Rector as required as a resource for special events

**Package and Expectations:**

* Salary $16,000 per year. This is a part-time salaried position. Attendance at holiday and/or festival events is expected.
* Work schedule: 15 hours a week, Sundays required and/or special events. Hours vary based on meetings/events.
* Exact work locations and timing to be in accordance with needs of the Rector and the specifics of assigned tasks
* Probationary Period until 12/31/2018 followed by evaluation by the Rector
* Four weeks paid vacation and one week continuing education. Vacation schedule and other absences will be pre-approved by the Rector

Must complete a criminal background check and complete a Safe Church Training program offered by the Episcopal Church in CT.

St. Paul’s is an at will employer