

Coordinator of Ministries to Children, Families and Youth

Position Description

The role of the coordinator is to oversee ministries to children, families and youth at Grace Episcopal through planning, leadership, and supervision of children, youth, and volunteers.

The ideal candidate:

- Passionate for nurturing and shepherding children and youth through their spiritual formation.
- Models' responsible behavior and is someone youth can look to for guidance.
- Is a team player.
- Has a desire to minister to the church through teaching and mentorship.
- Actively engages personal spirituality
- Able to manage programs and shepherd relationships with parishioners, children, and youth

Reports to: Rector

Duties include:

- Attend and assist with planning, implementation, and supervision at the following programs/events:
 - Attend staff meeting weekly
 - Meet weekly with Rector (supervisor)
 - Preaching opportunities available
 - Weekly Sunday Morning Formation includes sign-in sheets and tracking attendance
 - Attend to budget oversight for children, youth and families budget dollars
 - In conjunction with volunteers and rector decide upon and implement curriculum
 - Lead monthly meetings with volunteer teachers, and additionally provide support and direction
 - Help launch monthly Wednesday evening family friendly Eucharist service
 - Lead 4th Sunday chapel for children 4th grade and younger
 - Planning children and youth involvement in 10 a.m. service on 5th Sundays
 - Parish Event planning and attendance at Mardi Gras, End-of-Year Party, Back-to-School Kickoff, Trunk-or-Treat/Pumpkin/Pizzas, and Christmas Pageant on Christmas Eve, 12th Night Event
 - Availability as needed to rotate into teaching rotation on Sunday mornings
 - Participate in planning and attend annual youth service trip in June
 - Attend Diocesan Events for children, families and youth.
 - Help lead yearly Confirmation Class for youth
 - Administrator background checks and safe church training for volunteers in 3-year cycles
 - Schedule children's formation volunteer teachers for children's formation and recruit teachers

Hours and compensation:

- 25 hours/week with negotiable approach to calendar and schedule
- Compensation commensurate with experience and includes pension, holidays, vacation, and personal days off.
- Professional development annually available budgetarily as approved by Rector

Make application by sending cover letter, resume, and list of references to The Rev. Dr. Lisa Corry at lisa.corry@gracekirkwood.org