

**Job Title:** Coordinator of Children, Youth and Family Ministry

**Reports To:** The Rector

**Position Status:** Part-time (12 hours a week) – Sundays and 2 weekdays, including one evening, and a very occasional Saturday, coordinated with the Rector.

**Position Summary:** To lead and coordinate all ministries related to Children and Youth, including intergenerational activities and resources for families.

### **Overview of Position:**

St. Elisabeth's Episcopal Church is a vibrant, pastoral size parish in north suburban Chicago. We seek an experienced, creative, and organized individual with a passion for Christian Formation in young people, and an eagerness to ensure that young people are fully included in the life and ministry of the parish. This individual will join the Rector and parish volunteers in organizing and implementing programs for a variety of ages to learn the stories of Christ's love, and form spiritual practices that support faith development.

The Coordinator of Children, Youth and Family Ministry will have an understanding of and appreciation for the liturgical year and sacraments of the church. The Coordinator will value the formational significance of outreach responses to social concerns and will share a desire to form a community of respect and acceptance that radiates God's love for all. This individual will both bring new ideas and also sustain continuity in programs.

Working closely with the Rector, this individual will join a strong part-time staff that enjoys the dynamic work of parish ministry.

### **Representative Responsibilities**

#### **Children's Formation:**

1. Works with parents and with the rector to develop, lead and implement a creative and engaging children's formation program that includes learning, worship, fellowship and service experiences, as well as intergenerational events and other formation experiences that help children grow in their faith.
2. Regularly shares resources with families that build on Sunday School experiences and encourage continuing conversations and spiritual practices at home.
3. Organizes seasonal gatherings and resources – Feast of St. Francis of Assisi, All Saints' Day, Advent, Christmas Pageant, Mardi Gras, Ash Wednesday, Holy Week, Easter, Pentecost.
4. Understands and uses multiple, adaptive educational modes for different learning styles of young people and adults.
5. Develops healthy pastoral relationships with children and their parents.

#### **Youth Formation:**

1. Listening to youth concerns, works with youth, parents, and the rector to develop and implement a creative and engaging Youth Group.
2. Works with Outreach Ministry/Social Justice Teams to ensure opportunities for youth to be engaged in responding to social concerns, connecting these responses to the theology of Church.
3. Engages youth in contemporary cultural conversations, highlighting the intersection between theology and voices of culture.
4. Develops healthy pastoral relationships with youth and their parents.

**Administrative:**

1. Attends weekly staff meetings.
2. Contributes to Weekly eReflect, providing a check-in with parents and links to resources for home.
3. Writes a monthly column for the parish newsletter, The Voice.
4. Provides support materials that help families connect formation experiences at church to experiences and conversations at home.
5. Keeps up to date on available Christian Formation resources and learning opportunities in the wider church and in the community.
6. Completes Keeping God's People Safe program every five years and makes sure all those working with children do the same. Works with rector, assuring all staff and ministry requirements are met.
7. Creates safe and inviting spaces for learning and dialogue in different settings.
8. Takes initiative in reaching out to parents and others in the parish and recruiting volunteers as needed.
9. Supports Nursery Care Workers by providing age-appropriate reading materials and ideas.

**Qualifications:**

- Prior experience of working with parents, children and youth in a religious setting, providing training, nurture and support for volunteers
- Ability to transmit with creativity and enthusiasm the stories and theology in the Bible - Hebrew Scriptures, the Gospels and the Christian Scriptures
- Basic knowledge of child development
- Understanding and practice of spiritual disciplines
- Openness to multi-faith or lack-of-faith households
- Once hired, accredited by "Keeping God's People Safe" program
- Must have a respect for the religious nature of the workplace. Experience with the Episcopal Church is not required but must be willing to learn and work within the Episcopal theological and liturgical setting. An understanding or willingness to learn the Episcopal liturgical tradition and resources is necessary.
- College degree preferred

**Skills:**

- Enthusiasm for working with children and youth and the ability to connect well with them
- Capacity for being a mentor and role model and for being a strong advocate for young people
- Strong organizational skills and ability to create systems where needed
- Demonstrated problem solving skills and ability to define resources, programs and actions to address issues
- Openness to new ideas and opportunities
- Ability/willingness to listen, take direction and learn new skills and technologies for the benefit of the mission and ministry of the parish
- Commitment to maintain confidentiality and exercise discretion in dealing with parishioners
- Ability both to lead and to work collaboratively with a variety of personalities
- Knowledge of and competence in using social network communications such as Facebook, Instagram, Tik Tok.
- Excellent communication and relationship building skills
- Ability to handle multiple tasks and to prioritize workload independently
- Experience using Word, Google Docs, Canva, and Zoom or similar programs.

Salary commensurate with experience.