

St. John's Episcopal Church

750 Aurora Avenue
Naperville, IL 60540
(630) 355-0467

<https://stjohns-episcopal.com/>

Position Open: Interim Christian Education Director (Part Time)

St. John's Episcopal Church is a mid-size, vibrant parish located in Naperville, Illinois. The congregation values a faith experience that serves all ages, and we see Christian education and programming as an integral part of the worship and faith experience. We are seeking an Interim Christian Education Director to oversee a variety of youth programs, including but not limited to Sunday school, Vacation Bible School, First Communion, Confirmation, worship involvement, and youth pastoral care. This role will work closely with relevant staff and volunteers.

St. John's is in a transition period as our long-time rector announced her retirement, which was effective October 3rd. Our vestry, wardens and appointed interim worship service director (WSD) are working in concert to ensure worship services, volunteer committees, and staffing continue to operate effectively in this transitional period. We seek an interim candidate to fill this position until a new rector is hired, hopefully within 9 to 12 months (this position will report to the Sr. Warden in the interim). At that time, our vision of Christian education will be re-evaluated, with consideration given to making the staff position permanent.

Duties and Responsibilities:

1. Oversee all aspects of Sunday School from ages Pre-K – 5th grade. This includes the following:
 - Work with volunteer teachers to prepare for the lessons to be taught each Sunday.
 - Provide youth program updates to the congregation
 - Develop healthy pastoral relationships with youth and their families
 - Help youth grow spiritually by introducing age appropriate study of scripture or principles derived from scripture.
 - Develop creative addendums to lessons for Holy Days (Advent, Lent, Holy Week, Easter, etc.).
 - Coordinate for care in St. John's nursery for Sundays.
2. Coordinate with Jr. High and Sr. High leaders monthly on programming.
3. Coordinate Sacramental programs including Baptism, First Communion, and Confirmation. Work with lay volunteers, interim rector, and families on these programs.
4. Assist the summer youth mission trip leaders with choosing a destination, planning the trip and preparatory meetings, managing registrations, budget, and publicity. The goal of this program is to develop discipleship in our youth and strengthen their faith through service.
5. Work with volunteers, families and part-time staff to assess hosting other youth programs that may include Earn-A-Bible, Vacation Bible School, Christmas pageant, Stations of the Cross, etc.
6. Recruit, train, and manage volunteers to serve as Confirmation sponsors, Sunday school teachers, mission trip chaperones, and other programs.
7. Maintain records of Keeping God's People Safe training

Other Responsibilities

- Maintain youth ministry budget.
- Attend bi-weekly staff meetings.
- Prepare announcements regarding youth events and programs for the parish e-news and information for the annual report and meeting.
- Take and share pictures of youth events for use in church website and social media

Hours of ministry will be anywhere from 15-19 hours a week.

Skills and Qualifications:

1. Enthusiasm for working with children and youth and the ability to connect well with them.
2. Capacity for being a mentor and role model and for being a strong advocate for young people.
3. Strong organizational skills and ability to be creative.
4. A team player with flexibility and a growth mindset.
5. Prior experience working with parents, children and youth in a Christian based organization or church.
6. Ability to provide training and support for volunteers.
7. College Degree (Associate's or higher) preferred
8. Capacity to have fun and bring joy and passion to this ministry.

Interested persons should email the HR team (include subject line "Christian Education Director") at: stjohnsnaperjobs@gmail.com