

MINISTRY DESCRIPTION

For the Director of Faith Formation for Children and Youth

Summary

Saint Andrew's Episcopal Church has the goals of becoming an inviting, healthy, and growing church family in which all people feel that they are welcomed, belong, and are connected, and becoming a center of lifelong opportunities for Christian education and spiritual formation in order to form committed, knowledgeable, and mature Christians whose lives are fully engaged with their family, work, and community.

Working in cooperation with the Rector and Vestry the Director of Faith Formation for Children is given responsibility to plan, lead, and direct all programs for children nursery age through 12th grade and serve as the youth minister in order to help fulfill these goals. As a part-time member of the church staff (28 hours/week), the director reports to the Rector.

Saint Andrew's Children's Ministry includes: Sunday morning Christian education activities, Children's Chapel during 9:00 a.m. Sunday worship, Wednesday evening Christian education activities, Vacation Bible School, and special events.

Qualifications:

- ❖ A mature person with a commitment to Jesus Christ as Lord, a love of Scripture and the Church, and who has a vision of his or her work as the service of building the Kingdom of God.
- ❖ Have an understanding of spiritual development and have knowledge of cognitive, social, emotional and moral development particularly among children and adolescents.
- ❖ Have the ability to communicate with parents, youth and the congregation. They must be organized in planning, preparation and time management.

Responsibilities

The Director of Faith Formation for Children and Youth will:

Christian Education:

- Design and implement Sunday morning Christian Education programs for children according to current best practices in education combined with Saint Andrew's tradition and philosophy
- Write or choose curriculum for Sunday School program, Wednesday evening program, and Advent and Lent programs

- Recruit, train, coordinate, and schedule Sunday School volunteers to teach Sunday School
- Set up classrooms and materials for use on Sunday morning by children and volunteers
- Clean up Sunday School classrooms after use; store supplies and restore rooms to multi-use status
- Help greet parents and children and establish rapport with them
- Provide support for teachers
- Schedule Holy Communion training for children yearly or as needed

Youth Ministry:

- Prepare and lead youth activities and events such as Fun & Fellowship, Wednesday evening Bible study, service projects, and other events; and provide general support and encouragement to the youth.
- Communicate with youth and parents via telephone, text, email, mailings, social media, Saint Andrew's print media, and Saint Andrew's website.
- Foster an environment in which youth are encouraged to be themselves, are respectful of one another, and are excited to be together.
- Identify and motivate youth leaders to assist in planning and running youth events and in leading prayer.
- Encourage youth to attend Diocesan youth events such as Y.E.S., Happening, summer camp at Camp Allen, and other diocesan youth events.

Nursery:

- Schedule nursery workers for Sundays and other events
- Recruit Safeguarding certified volunteers to serve in nursery when regular staff is unavailable

Sunday Morning Children's Chapel

- Work with the Rector to design Children's Chapel
- Recruit, train, coordinate, and schedule Children's Chapel ministers
- Set up chapel for use on Sunday morning by children and volunteers

Vacation Bible School

Design and implement all aspects of a multi-faceted summer program for children ages 3 years through 5th grade:

- write or obtain curriculum
- recruit and train volunteers
- prepare all supplies and spaces, including set up and clean up
- administer the program: registration and financials
- publicize as appropriate

Other responsibilities:

- Participate in the Navajo Land Mission trip and encourage youth to participate in the trip
- As needed assist parents and Director of Music with Children/Youth Choir
- Meet regularly with Rector
- Work with Saint Andrew's Safe Church Administrator to see all children and youth events and activities are conducted in accordance with the Diocese of Texas' *Guidelines for the Protection of Youth and Children*
- Help the Director of Communications publicize children's programs in *The Angler*, the eNewsletter, and other media
- Serve as a resource for parents, children, and youth
- Contact and welcome new and visiting families with children
- Maintain accurate financial records
- Submit annual report
- Set annual goals for each program year
- Submit annual budget request
- Serve as a resource for special events that involve children
- Maintain general consumable supplies for use children's program

Children and Youth Council

The Director will be supported by the rector and other church staff and also the Children and Youth Council consisting of parents, youth, and the rector, *ex officio*. The youth commission exists to support the work of the Director in planning and executing activities. Though the commission supports the work of the Director, he or she is ultimately responsible for planning and leading the program.