

St. Matthew's Episcopal Church, Austin, Texas  
Youth Minister – Job Description

**Purpose**

The Youth Minister is responsible for developing, promoting, coordinating and maintaining a vibrant Christian Formation Program at St. Matthew's Episcopal Church for youth, grades 6-12. This person will be in mutual ministry with church leadership, staff, parents and all members of the parish knowing and understanding that the primary task of the Youth Minister is to love youth where they are, encourage youth in developing their relationship with God, provide youth opportunities for nurture and growth and challenge them to respond to God's call to serve in their communities and the world.

**Responsibilities**

1. Develop, promote, and oversee formation programs for youth, grades 6-12. Lead Christian formation by planning programs for the year (e.g. church school, youth groups, Confirmation, etc.). Select curriculum and actively recruit and educate adult mentors from the parish to assist with youth ministry. Communicate, provide, and encourage opportunities for training adult mentors.
2. Identify, plan, and coordinate annual extra-curricular activities for youth, and assist staff and volunteers in making them happen. (Seasonal Programs, music, recreation, fellowship, vacation events, pilgrimages, service projects, lock-ins, and/or mission trips, etc.)
3. Encourage and/or participate in programs with people from other churches within the Diocese (Yes, Happening, Intermediate/J High Retreats).
4. Engage Youth Leadership. Encourage ideas for programs, activities, etc. from youth and help them become leaders. Promote and empower youth leadership.
5. The Youth Minister will report directly to Susan Goodman, Family Minister.

## **Job Requirements**

***Education Required:*** Bachelor's degree preferred.

***Experience Required:*** Minimum of one year of church related experience working with youth grades 6-12 and their families. Possess a calling to youth and family ministry.

### ***Skills and Knowledge Required***

- Ability to engage effectively with youth grades 6-12 and young adults.
- Strong leadership, time management, communication and organizational skills.
- Able to develop and maintain effective working relationships with others, to maintain a positive outlook and disposition, and to be flexible in solving problems.
- Ability to plan, organize, lead and guide complex projects and spontaneous activities related to youth ministries.
- Competence in listening skills and spiritual support appropriate for youth ministry.
- Good technology aptitude including MS Office Suite (Word, Excel, PowerPoint, Access and Outlook), Adobe (Photoshop, Reader, etc.). Knowledge of and ability to navigate social media (Facebook, Twitter, Pinterest, Instagram, etc.).
- Ability to train adult volunteers to teach the curriculum.
- Live life with the utmost integrity, humility and honesty.

### ***Working Conditions***

General church, office, and education environment. Must have transportation and available to work on weekends and holidays. The work schedule is flexible and will be coordinated through the Family Minister.

*Please submit a letter of interest and resume to [hr@stmattsaustin.org](mailto:hr@stmattsaustin.org).*