

Calvary Episcopal Church

Job Description – Youth Minister (Part-Time)

REPORTS TO: Rector

PURPOSE: To serve Calvary Episcopal Church by developing, coordinating and carrying out an effective and comprehensive program of ministry for the youth of the congregation. This will be achieved by providing leadership, supervision and training of staff and volunteers involved with the ministry.

GENERAL

REQUIREMENTS: Previous experience with youth
Ability to lead both youth and adults
Strong pastoral skills
Passion for serving youth
Strong communication skills including verbal, writing and social media
Safeguarding God's Children certified or the ability to complete certification
Committed Christian

EVALUATION: Semi-annual staff review

COMPENSATION: Salary determined by the vestry

PRIMARY DUTIES AND AREAS OF RESPONSIBILITY

EDUCATION: Develop and guide the comprehensive Christian education, service and fellowship program of the church which includes the junior high and high school students.

OUTREACH: Develop, coordinate and guide the mission ministries of the church youth. This ministry should include opportunities for external and internal mission work and community outreach.

DIOCESAN

PARTICIPATION: Plan, coordinate and administer summer camp participation, retreats and other special events, such as Y.E.S, Happening and Convergence. Once plans have been made it is the responsibility of the youth minister to inform the youth, parents and church and then carry out the planning and execution of the events, following up with a report back to the Rector and the church once the event has taken place.

LEADERSHIP: Identify, recruit, train and motivate adult and youth volunteers for leadership roles within the youth ministry. These volunteers will assist with weekly EYC meetings, refreshments and serve on special projects and with events.

COMMUNICATION: Communicate with parents and parish members through newsletters – via US Mail and e-mail, meetings, website, texting and other appropriate social media. Write articles for the Sunday bulletin, Calvary Life and local newspapers.

PASTORAL: Provide pastoral care for the youth through calls, e-mails, texts, home visits, school visits for lunch and after school events.

ADMINISTRATIVE AND GENERAL

STAFF DUTIES: Establish departmental goals and objectives and report on these goals and objectives while they are in process and once they are completed. Attend regularly scheduled Vestry meetings and church staff meetings. Represent the church by serving on appropriate committees of the denomination and organizations in the community.

ADDITIONAL DUTIES AS ASSIGNED