

## **Calvary Episcopal Church – Bastrop, TX**

***Calvary Pulse Mission Statement:*** Pulse is a community which seeks to be the hands and feet of Christ. Pulse creates an environment where youth grow deep roots in Jesus and each other, where they are safe to be themselves, and where they can have fun, serve others and learn to integrate their faith into all aspects of their lives.

### **Youth Director Job Description**

Calvary seeks a Youth Director who will create and execute a progressive program for Pulse youth, grades 7-12, that allows for each individual to become grounded in their faith through mission, diverse communities, worship, and individual spiritual practices so they have a foundation to carry with them, now and in the future.

The youth program will rely on teamwork among the Youth Director, the Rector, Sponsors, Teachers, and Parents. The Youth Director (YD) will plan and administer the program in such a manner that continuity will be developed over time.

#### **Responsibilities:**

- ☐ The YD will recruit youth into the Pulse program.
- ☐ The YD recruits, motivates, assists and manages adult volunteers to serve as sponsors and teachers. The YD teaches on Sunday mornings and attends other activities as needed.
- ☐ The YD plans a weekly Christian formation class that grows in participation and spiritual depth.
- ☐ The YD builds relationships with the youth so that they understand the value of spending time with other Pulse members and attend program events regularly.
- ☐ The YD ensures adherence to the Safeguarding God's Children policies for all youth activities and gatherings.
- ☐ The YD assists in planning and executing monthly social events for youth.
- ☐ The YD seeks, encourages, and teaches service by offering periodic mission/service opportunities for youth including an annual week long mission trip.
- ☐ The YD ensures that all programs and activities are communicated to youth, parents, clergy, and parish as necessary through a variety of media (i.e. phone calls, emails, texts, tweets, website, bulletin boards, bulletins, newsletter etc.) in a timely fashion. This includes the publication of a youth calendar.
- ☐ The YD encourages youth to attend Diocesan youth events and attends with youth and/or recruits sponsors or parents to attend.
- ☐ The YD administers programs supported by the creation and maintenance of a program notebook including volunteer job descriptions, youth calendars, and curriculum that allow replicable and consistent programming and a shared leadership.
- ☐ The YD contacts and follows-up with youth visitors and guests in a welcoming manner to encourage future participation in Pulse.
- ☐ The YD will prepare an annual budget for youth ministry and is responsible for accounting for expenses and keeping youth program within budget allocation.
- ☐ The YD will advocate youth issues to the Rector and Vestry.

- ☐ The YD will foster youth involvement with parish activities and will seek to develop multigenerational relationships.
- ☐ The YD will troubleshoot problems in the youth program in a way that honors the concerns of all; the YD will offer potential solutions to problems; the YD will ask for help when needed.

The YD will seek out training as needed and participate in Diocesan youth worker events as able

**Personal and Professional Qualities of Youth Director:**

- ☐ Age 21 or older
- ☐ Embraces contemporary theology
- ☐ Feels called to youth ministry and is enthusiastic, welcoming, patient, respectful and kind with youth
- ☐ Has effective interpersonal and technological communication skills
- ☐ Is organized and skilled at mustering resources to accomplish goals
- ☐ Is self-motivated, thinks outside the box, will take both initiative and direction, and will work with minimal supervision
- ☐ Is comfortable with both collaborating and leading others
- ☐ Is familiar with the policies and traditions of the Episcopal Church, or a willingness to learn
- ☐ Has an authentic commitment to the Spirit and an ability to share personal faith with youth
- ☐ Open to diversity in Christian life and understanding of faith
- ☐ Be willing to “strive for justice and peace among all people, and respect the dignity of every human being.” Book of Common Prayer, p. 305.
- ☐ Able to foster leadership in youth
- ☐ Able to keep confidences of youth and, when appropriate, passes on information to the Rector regarding pastoral care and concerns
- ☐ Will consent to a background check and maintaining Safeguarding God’s Children certification
- ☐ Loves working with, and can relate to, youth!

**Time Requirements:**

Part-time, approximately 15-20 hours per week/60-80 hours per month, to include Sundays, periodic evening or Saturdays, and staff meetings as needed

**Salary range:**

\$15,000 - \$18,000

**Contact Information:**

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