



**DATE:** June 1, 2021

**TITLE:** Director of Youth and Children's Ministries

**(Submit Inquiries to [rector@stpaulsoakland.org](mailto:rector@stpaulsoakland.org))**

**REPORTS TO:** Rector

**POSITION CLASSIFICATION:** Full-time (40 hours/week) - inquiries about the flexibility of this position welcome

**START DATE:** July-August 2021

**COMPENSATION:** \$68,000/year plus health benefits, pension, and paid vacation

**OVERVIEW:**

St. Paul's Episcopal Church in Oakland, California is searching for a full-time Director of Youth, Children's Ministries. This person will serve as the head FaithQuest Teacher, volunteer coordinator, coordinate the chaplaincy services provided to St. Paul's School and will take other responsibilities as necessary in the daily operation of the parish in coordination with the Rector, Parish Administrator, and Bookkeeper.

**DESCRIPTION OF POSITION:**

The minister's work will be to lead and support the volunteers, children, and families involved with the FaithQuest Program which meets weekly on Sunday Mornings from 10:00 AM until approximately 11:00 AM. The Minister will be in the classroom as the main Storyteller, Doorkeeper, or 3<sup>rd</sup> supporting adult as scheduled and needed.

The Director will also continue developing the youth program and events primarily focused on ages 13 to 17. She/He will be responsible for the recruitment and training of volunteers, planning, and organizing of youth events and meetings, and communicating with the youth's parents about the programs and activities the youth will be involved in.

She/he will also coordinate with the current ministry team to ensure that the School needs (below) are met. It will be the expectation that the Coordinator will in most cases be the person giving the service, and if unable will call upon other clergy and lay leaders of the church to assist as needed. In filling the School's needs it will also be necessary to be in regular communication and coordination with the faculty, administrative and support staff of the school.

## **REQUIREMENTS:**

- Though being an Episcopalian is not required, experience and familiarity with The Episcopal Church is preferred. Comfort speaking about their own faith journey and being of deep faith and commitment is a must, to serve as an example to the community served.
- An undergraduate degree in theology is preferred or proven knowledge of the field related to the job description.
- Experience working with youth in a church setting.
- Demonstrated ability to build positive relationships with youth, and to serve as a mentor to youth.
- Demonstrated ability to set appropriate boundaries with youth.
- Demonstrated ability to communicate effectively.
- Demonstrated ability to work well with dedicated adult volunteers and families of youth.
- Demonstrated ability to coordinate and work well with dedicated adult volunteers and families of youth.
- Communicating details to the parish.

## **ACCOUNTABILITY:**

The Director of Youth and Children's Ministries reports to and is accountable to the Rector and serves at the Rector's pleasure.

The Director of Youth and Children's Ministries must meet and remain current with all requirements set forth in the Whole and Healthy Church program and policy as well as any other policies that may be set by the Diocese of California.

## **Typical Sunday morning duties for FaithQuest include the following:**

- Before class
  - o Unlock spaces to be used
  - o Complete classroom setup
  - o Ensure materials are ready for that day's lesson
- During Class
  - o Provide support to teachers and students as needed
- After Class
  - o Clean up classroom materials (sexton is responsible for replacing shelves)
  - o If serving as doorkeeper or storyteller, help usher children to church
  - o Remain on-site for the rest of worship & fellowship afterward

In addition, up to 2 hours/week will be used for organization and coordination, including (but not limited to) the following:

- Email contact with parents, volunteers, and other church staff
- Coordination of volunteer schedules
- Story preparation
- Re-stocking of FaithQuest materials
- Updating & editing monthly newsletter templates on Constant Contact

## The School has identified the following Chaplaincy Needs

- **Community Gatherings:** provide logistical, organizational, and inspirational leadership to effectively deliver several community gatherings throughout the year including:
  - o **Chapel (weekly):** In collaboration with faculty and students, organize and lead Friday morning Chapel services. The point person will schedule a time to meet with teachers and classes to support student presentations on various topics, select music with the music teachers, and prepare brief weekly homilies (“Chapel Talks”).
  - o **Evening Performances (3 times a year: Holiday Concert, African American Cultural Evening, Graduation):** Support these three long-standing community events in collaboration with the music department, admin. team, faculty, and students to help us bring our Mission and Values to life. These concerts happen in lieu of chapel. For concert weeks, assume you will apply most of your chapel hours to evening concert support.
- **Service and Stewardship:** Serving as the School’s liaison for community partnership. Develop and maintain strong relationships with local community organizations in support of the School’s service-learning and academic program. This includes working closely with the STEAM (Science, Technology, Engineering, Art, and Math) teachers and faculty to plan and execute academically driven community service projects. The point person serves as the lead to facilitate reflection on the moral/spiritual aspects of service-learning.
- **Community service days (1-2 times per year):** One or more times per year, the point person collaborates with the Parent Association to bring the community together for a day of service, directly partnering with other organizations in the community. While students do this all year round, it is an opportunity for the community to experience the value of service together with their families.
- **Pastoral Care:** Provide support and guidance to elementary and middle school-age children, families, and faculty as needed. Coordinate the parent-led care committee.