

**Job Title:** Director of Children, Youth & Family Ministries

**Reports to:** Canon for Congregational Life

**Summary:**

This is a full time leadership position, open to lay and clergy, to oversee, develop, and help implement Church School, Youth and Family programs. As a pastoral leader, you will work with the Dean, the Executive Pastor, the Canon for Congregational Life, Cathedral Staff, and Members of the Congregation to help Grace Cathedral support children, youth and adults as they grow in faith and ministry.

**Duties and Responsibilities**

Reporting and supervisory relationships

- Direct reports to the Executive Pastor and the Canon for Congregational Life
- Direct reports from the part time child-care (nursery) supervisor and other staff employed to assist with ministry with children and youth
- Supervision over the volunteers who work with the program

Sunday education programs for children (pre-K through 6<sup>th</sup> grade)

- Coordinate and supervise the weekly meeting of the Sunday School on approximately 48 Sundays per year
- Oversee the nursery operations
- Supervise the team of volunteers who lead the classes and spend the most time with the children, equipping them to teach and evaluating their effectiveness.
- Develop strategies for retaining children from one period of participation to the next
- Select, review and support curricula for all ages of children and teenagers. (Currently Grace Cathedral uses Godly Play for children but does not have a curricular plan for teens.)
- Develop a Ministry with Children Task Force to review plans and curriculum at least once each year

Programs for Teens (7<sup>th</sup> grade through 12<sup>th</sup> grade)

- Work with a team of leaders in ministry with youth, developing education programs for teenagers, equipping them with knowledge and practices to support their faith, and engaging with them in ministries
- Develop youth fellowship and service programs that align with the Cathedral's social justice and outreach efforts
- Develop a Youth Ministry Leadership Team of adults and youth to coordinate the program for teenagers

- Refine and develop communications with those who have children in their homes or who have grandchildren nearby about the activities and events of the cathedral

#### Communications, Management and Partner Development

- Maintain compliance with policies regarding minors, including Called to Right Relationship screening and training
- Participate in the preparation of the annual budget for programs overseen
- Advocate for the full inclusion of children and youth in Cathedral worship, evangelism, and outreach
- Develop stronger partnerships with our day schools (Cathedral School for Boys and Community Preschool), enabling more families to consider that Grace Cathedral would be their church home

#### Special Event and Formation Projects

- Prepare classes and programs in Christian formation for children and youth to be baptized or confirmed
- Revise the preparation programs for parents, and sponsors, of children to be baptized
- Collaborate with others to prepare an annual Family Retreat
- Collaborate with others to prepare the annual Christmas pageant and the annual Easter family baptism service

#### **Qualifications Required**

- A background in education and knowledge of child development theory
- Familiarity with the practices and worship of the Episcopal Church
- Working and increasing knowledge of various church curricula
- Ability to supervise volunteers and professionals to ensure the children are receiving the best teaching instruction
- Ability to lead meetings of small groups that respect the time commitment of others, focus on outcomes, and advance the mission of the Church and Grace Cathedral
- At least two years of experience as the lead minister for a youth or children's church program, including hands on experience as a classroom teacher/leader

#### **Personal Qualities Desired**

- Works well with a team, but has a strong sense of initiative and self-reliance
- Able to work in a complex and occasionally demanding system without getting flustered or resentful
- Ability to teach and support others to learn and serve in the programs built around such curricula
- Shows enthusiasm and has personal enthusiasm for Christian education and ministry with children and teens. Time with younger people stirs joy within.

- Trustworthiness, integrity and reliability are essential
- Sense of humor and a “light touch” will help manage the variable nature of the work
- Confidence in resolving conflict

**Requirements**

- Ability to handle multiple tasks simultaneously.
- Excellent organizational and communication skills.
- Basic computer skills
- Basic (at least) and increasing skill in using social media

**Classification:** Exempt, full-time

Please send resume to: [Jobs@gracecathedral.org](mailto:Jobs@gracecathedral.org)