

JOB DESCRIPTION FOR
CHILDREN AND YOUTH PROGRAMS COORDINATOR
(PART-TIME 15 HRS PER WEEK)
ALL HALLOWS CHURCH, SOUTH RIVER PARISH
EPISCOPAL DIOCESE OF MARYLAND

1. Description □ In seeking to provide comprehensive ministry to the whole spectrum of children and youth within the church, the Children and Youth Programs Coordinator shall have oversight of all children's Christian education and youth ministries, and shall be responsible and accountable through the Rector, to the church.

2. Scope □ At present, the following ministries are involved: children, teenagers, and college-age young adults. Ministries shall be age-defined and involve various purposes within each age-group, i.e. outreach, worship, fellowship, Christian education and stewardship.

3. Functioning □ The Children and Youth Programs Coordinator shall function through a Children and Youth Committee, consisting of a representative from each age-specific ministry, and may call upon parishioners having specific expertise in children and youth activities.

4. Responsibilities □ The Children and Youth Programs Coordinator shall have the following responsibilities: □

A. Consult □ To develop age-specific ministries; to assist the rector in building a vision for ministry that is relational, incarnational (Christ-like) and purposeful with each group, to help each ministry create strategies and programs that accomplish this vision; and to inform the church on these ministries, allowing children/youth to learn from adults and vice versa.

B. Coordinate □ To ensure continuity between the various ministries so that the transitions between the various groups are as smooth as possible and that as many youth are attracted and retained as possible; to provide a unified sense of purpose and direction in terms of focus; to organize combined events that bring the different groups together (Youth Sabbath, Christmas Pageant, etc.); and to share resources between the groups. □ □

C. Care □ To shepherd the leaders and participants of the various ministries by giving them ownership, teaching them and helping them achieve the vision for ministry, and being their advocate.

D. Communicate □ To report to the Rector directly and to participate in necessary staff meetings and certain Vestry meetings; to present important children/youth events to the wider parish through the Rector's Forum, all parish email, the weekly e-Tidings, and

monthly Tidings; and to facilitate communication among teachers and parents.

Qualifications:

Two years of experience with organizing children and youth programs in a church setting; strong communication skills, ability to prioritize different projects; a good sense of pastoral appropriateness and professional boundaries; a degree in Christian education and familiarity with the Episcopal Church highly desirable. Compensation commensurate with experience. Submit resumes and references to info@allhallowsparish.org or CYPC Search Committee, P.O. Box 235, Davidsonville, MD 21035.