

Position Description

Children and Youth Ministry Coordinator

St. Brendan's Episcopal Church

Franklin Park, Pa.

Description: St. Brendan's is in search of a part-time coordinator for our Children and Youth Ministry (pre-K through grade 12) in our growing parish. The Coordinator displays enthusiasm for the ministry and demonstrates skill in motivating teachers, parents and children and organizing the work effectively.

Qualifications: The Coordinator is a person who has knowledge of and/or experience with the curricular resources commonly used in Episcopal churches. She or he is able to complete all background checks required by the government and all training required by the Episcopal Church for working with children (presently "Safe Church, Safe Communities"). She or he is comfortable using a range of communication platforms, including social media.

Hours: The Coordinator is expected to work, on average, for 8 hours per week between August 15 and May 15 of each year. This includes being present at the church between 9:30 and 11:30 each Sunday. She or he is also expected to work for a total of 40 hours during the remaining three months of the year. Expectations on how those hours are used will be provided by the Priest-in-Charge. Time off for the Coordinator during the regular school year will be arranged by the Coordinator with the Priest-in-Charge, providing she or he has arranged for classes to continue smoothly.

Compensation: Salary negotiable.

Responsibilities: The Coordinator will be supervised by the Priest-in-Charge and the Vestry and is responsible for the following:

1. Ensuring a high-quality and safe educational environment for St. Brendan's children and youth.
2. Developing for review (by the Priest-in-charge and Vestry) curricular activities and other pertinent materials adequate to engage pre-K through grade 12 children and youth and provide them with spiritual development opportunities appropriate to their ages. This will take the form of weekly Sunday School, a teen group that meets monthly and a week of Vacation Bible School in the summer.
3. Coordinating children's Sunday once a month, including finding readers for the service.
4. Recruiting, orienting and scheduling sufficient volunteer teachers and door-keepers to staff these activities in a safe manner. He or she will also be part of the teaching rotation in order to understand the needs of the children and the effectiveness of the curriculum. This includes implementing a system for providing back-up teachers when scheduled staff are unavailable. In addition, the Coordinator will provide monthly updates to the parish on what is happening in the education programs and communicate routinely with all of the teachers through group emails, in-person meetings or some other form.
5. Together with the teachers, selecting and purchasing materials needed to deliver Sunday School lessons and other activities. Supervising the delivery of programs and providing encouragement and support for teachers during the summer and throughout the year. This may include offering formal or informal training and/or asking teachers to attend third-party training opportunities.
6. Supporting suitable individuals to become youth leaders within the program, providing them with encouragement, direction, and program support.

7. Proposing an annual budget for consideration by the Vestry and managing that budget (once approved).
8. Interacting and communicating with parents, both on a regular basis (to ensure parent buy-in) and as needed when particular situations arise.

10.6.22