

**Job Description: Director of Children's and Youth Ministries**  
**St. Andrew's Episcopal Church, 3 Maple Street, Framingham MA 01702**  
**508-875-5095**  
**www.standrewsframma.org**

**Send cover letter and resume to: the Rev. Julie A. Carson, Rector, Jcarson@standrewsframma.org**

### **Summary**

The Director of Children's and Youth Ministries must have a commitment to Christ-centered spiritual development. The goal of this ministry is to engage, inspire and enable the children and youth of St. Andrew's to lead a life in Christ, with the traditions of the Episcopal Church strongly in mind. This job requires keen organizational skills, a spirit of collaboration and teamwork, strong written and oral communication skills, a sense of humor, and a sincere love of God's people of all ages. This is a salaried staff position for approximately twenty hours per week. Salary will be contractually agreed upon at the outset of employment, and will be reviewed annually

### **General**

- ❑ Designing, implementing and developing the Christian Education programs from preschool through high school.
- ❑ Providing a warm welcome and serving as a pastoral minister to all children and youth of the parish and their households.
- ❑ Recruiting, coordinating, mentoring and training teachers and volunteers. Chairing the Church School Committee.
- ❑ Acting as liaison with clergy and staff to welcome children and youth into the wider life and ministry of the parish and encouraging other adults to offer that same welcome.

### **Qualifications**

- ❑ Strong organizational skills. Able to coordinate a multi-faceted program involving staff and volunteer teams. Communicates effectively with teachers, parents and staff to ensure smooth-running programs. Has budgeting, word processing, email, Constant Contact, social media and database skills.
- ❑ Enjoys and has experience working with and teaching children and youth. Has a clear understanding of their developmental needs. Is willing to know the children and youth well and give them a strong sense of being valued members of the Church community.
- ❑ Some theological training is preferred, together with experience in Christian Education and an appreciation for the Episcopal tradition. Previous knowledge and experience in choosing appropriate curricula for church school and youth programming would be beneficial.

### **Responsibilities**

- ❑ Develops and implements an annual calendar for Church School and youth programming that includes curriculum objectives, staffing and volunteer needs, Sunday morning schedule, special events and projects. Works on inter-generational parish events and liturgies, such as Children's Ash Wednesday service, Children's Stations of the Cross, Last Supper Foot Washing and Eucharist, Advent wreath making, Shrove Tuesday pancake supper, etc.
- ❑ Keeps records (class lists, birth dates, safe church certificates, CORI reports, etc.). Ensures that the parish fulfills Safe Church teacher training requirements and all other diocesan requirements for Christian Education programs.
- ❑ Communicates regularly with parents via frequent emails, the school calendar, promotion of special events, and relevant articles in the parish newsletter
- ❑ Is present and takes responsibility for the smooth operation of Sunday morning programs and any other church events involving children and youth. Handles disciplinary and support issues.
- ❑ In coordination with the Clergy and office staff, will hire and manage nursery caregivers.
- ❑ May preach or take on liturgical roles, as assigned by the Rector.
- ❑ Attends weekly staff meetings and occasional Vestry meetings. Facilitates the integration of children and youth into worship and all parish programs. Communicates relevant program details to the staff, the vestry and the parish.