

THE EPISCOPAL CHURCH OF THE ADVENT

JOB DESCRIPTION

Job Title: Co-Director of Youth Ministry (Female)
FLSA Status: Exempt
Work Schedule: Full-Time

Position Summary: The goal of this position is to serve in partnership with the Co-Director of Youth Ministry (male) in realizing the Episcopal Church of the Advent's Vision Statement: *That Christ's light be seen in us.* By working collaboratively to develop, direct, and coordinate a comprehensive ministry to middle and high school aged youth, this position will further increase the knowledge and love of Jesus Christ while strengthening involvement and building energy and enthusiasm for Youth Ministry. A particular focus will be to reach middle school aged youth and their families.

Reporting Relationships: Employee reports directly to the Rector.

Key Relationships:

- **Internal:** Youth Parishioners (girls and middle school-aged members, in particular), Parents of Youth, Co-Director of Youth Ministry, Director of Christian Formation, Clergy, Parish Administrator, Director of Communications, Church Staff
- **External:** Local public and private schools, The Episcopal Diocese of Upper South Carolina (EDUSC) Youth Ministry staff and programs, Bishop Gravatt Camp and Conference Center, Annual Convention, Episcopal churches in the Piedmont Convocation (in particular, Church of the Epiphany, St. Christopher's, St. Matthew's), The Episcopal Church USA, Girl Scouts (Troop 1664)

Essential Job Functions and Primary Responsibilities:

- Work with the other Co-Director of Youth Ministry to oversee and be responsible for the middle and high school youth ministry program in the areas of formation and education, spiritual development, outreach projects, fellowship, worship, and affirmation of youth.
- Foster a safe, nurturing environment in which students can explore their faith.
- Train, counsel, and encourage youth group members, their families, lay leaders, and volunteers to take an active role in the life of the parish.
- In concert with the Co-Director of Youth Ministry, develop and implement a variety of effective and creative programs designed to reach students at their level of spiritual growth.

- Coordinate with Clergy, Director of Christian Formation, Co-Director of Youth Ministry, Youth Commission, and Organist/Choirmaster to select and review curriculum materials and educational tools to ensure a well-rounded program of teaching, music, and recreation for all middle and high school students.
- Teach and/or lead engaging Sunday morning classes and mid-week Bible studies, utilizing adult volunteers to support this effort (e.g. Thursday morning Chick-fil-A Middle School Prayer Breakfast).
- Develop, coordinate, plan, and co-lead Youth Confirmation (mentors, classes, and retreats).
- Encourage and recruit participation in EDUSC sponsored youth activities.
- Recruit, train, and equip youth and adults for leadership through personal example and teaching and by providing opportunities within the program for utilization of their talents.
- Assist in providing and sustaining an environment that will empower parents and other adult members to enthusiastically participate in implementing Youth Ministry.
- In cooperation with the Co-Director of Youth Ministry, plan and coordinate all Youth Ministry activities such as camps, conferences, retreats, and mission trips. Ensure that trained adult volunteers are available to serve as chaperones on these trips.
- Coordinate youth activities with the Advent's program and facilities calendar and with EDUSC.
- Work closely with the Rector to plan and coordinate year-round youth participation in Sunday services and other special "Youth" services. Effectively communicate such plans with parents, youth, staff, and congregation in advance.
- Create policies and procedures that assure safety and adequate supervision for all youth at all times making certain to be consistent with Church guidelines and Safeguarding Our Children training.
- Attend worship regularly on Sundays and other times and participate as requested by the Rector.
- Attend weekly Advent staff meetings and other meetings as requested by the Rector.

Competencies:

To perform the job successfully, the Co-Director of Youth Ministry should possess the following knowledge, skills, abilities, and behaviors:

- **Communication and Interpersonal skills** – Excellent writing and speaking skills to teach, motivate, and inspire students and to convey information to parishioners and other staff members. Develop and maintain good relationships with Youth, their parents, other parishioners, and staff members. A good sense of humor is considered a necessary skill and a trait for effective Youth Ministry.
- **Leadership skills and Initiative** – Demonstrate the ability to inspire and motivate others in a safe and inclusive environment. Without prompting, take proactive steps to

manage and/or improve situations and operations. Is innovative, responsible, and insightful.

- **Adaptability and Good Judgement** – Demonstrate ability to adjust to and thrive in a dynamic, changing environment. Display willingness to make decisions, exhibit sound and accurate judgement, and make timely decisions while maintaining a disposition that is teachable, receptive, and pliable.
- **Teamwork, Planning, and Organizing** – Work cooperatively with co-workers, parishioners, volunteers, vendors and others to achieve the Advent’s mission and vision. Plan and prioritize work activities, use time efficiently, and develop realistic action plans; establish and adhere to deadlines demonstrating good time management.
- **Problem Solving** – Identify and resolve problems in a timely manner using good judgement; gather and analyze information skillfully.

Qualifications and Experiences:

- Four-year college degree with emphasis in Christian Education, Ministry, and/or Adolescent Development. Life and professional experience will be taken into consideration in lieu of and/or with educational experience.
- A mature female Christian committed to Christ and the Church as the Body of Christ.
- A respect and appreciation for the Episcopal Church, its practices and expression of faith.
- Background in youth ministry.
- Ability to work with youth, relating to their needs: spiritual, physical, emotional, and mental.
- A valid driver’s license and clean driving record.

Physical and Other Requirements:

- Works in a clean and healthy environment.
- Will usually work inside a climate-controlled environment, but may at times be required to conduct business outside.
- Required to stand, sit, push, bend, lift, lean and walk/move around without encumbrances.
- May be required to lift items up to 30 lbs.

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