

Active North Raleigh Episcopal parish needs an organized, enthusiastic Director of Youth Education, for grades 6-12. Duties include recruiting leaders for youth groups, supervising program, attending weekly staff meetings. Part time, 15 hours a week (including Sunday mornings), \$16 per hour. See www.nativityonline.org for information about the parish. Send resume to jobs@nativityonline.org. Please write "Youth" in subject line. Regular mail can be sent to Director of Youth Education, Church of the Nativity, 8849 Ray Road, Raleigh, NC 27613.

Director of Youth Education Church of the Nativity

This position concerns the Sunday school and youth group program at our church,
for students in grades 6th through 12th.

- A. **Program Management:** Renew contract with Journey to Adulthood program, June of each year
- i. **Trips:** Help leaders, parents and students plan and execute Urban Adventure and Pilgrimage trips; oversee scholarship applications and funds disbursement to families needing trip assistance
 - ii. **Fundraising:** Facilitate and coordinate overall ongoing fundraising for all groups, in particular for UA and pilgrimage; suggest that parents from each group be asked to manage specific FR projects and NOT leaders
 - iii. **Ceremonies:** Work with Rite 13 leaders and parents concerning planning of rehearsal dinners and ceremony in church; responsible for dinner invitations and certificates; attend dinners and assist clergy during church ceremony; coordinate with clergy to develop and implement Confirmation classes and Confirmation retreat during students' Pilgrim year
 - iv. **Guidance:** Encourage family church attendance and stewardship commitment to support Nativity; work with youth leaders to maintain parent and student commitment to attending Sunday school, fundraisers, retreats, socials and service projects; upon request of leaders, contact families if student's attendance falls off
 - v. **Presence:** Must be readily available Sunday mornings during class time (9-10:30 am) to address questions, concerns and see that classes are running smoothly and staffed appropriately

2) J2A Leader Recruitment, Training and Mentoring: Recruit Youth Group Leaders for late August annual startup; preferably 2 adult men and 2 adult women each group;

Young Adults in Church (YACs) - 11th and/or 12th graders

Pilgrims - 10th and/or 11th graders (every two years is CONFIRMATION YEAR for this group AND PILGRIMAGE; this is essentially an added 3rd year of J2A)

J2A - 8th & 9th graders or 9th & 10th graders (every two years is URBAN ADVENTURE TRIP)

Rite 13 - 6th & 7th graders or 7th & 8th graders (those turning 13 have Ceremony of Manhood and Womanhood in church)

Sixers - 6th graders only in years where 7th and 8th graders continue into their second year as a Rite 13 group; a new Sixers group will be formed for 2008-2009 school year

A. Leader Training & Assistance:

- i. Meet with all youth leaders before beginning of school or cycle to set expectations for socials, service work and SS lessons, discussion of trips; review of curriculum with previous leaders perhaps - what worked, what didn't; establish teaching calendars based on church calendar; breakout into specific group teams following inclusive meeting; clergy should attend and address leaders

- A. Provide teaching materials/binders & classroom supplies; order new curriculum as requested by leaders

- i. Facilitate and aid in planning any off-site youth trips with youth leaders: retreats, Summit conferences, beach, camping

- ii. Copied on all email communications between leaders and leaders & parents and leaders & students

3) Administrative: Send Sunday school registration forms and liability forms annually to parishioners (mid-August); Maintain all permission/liability forms annually; Secure & publicize Sunday School classroom locations by working with children's education coordinator; Coordinate youth calendar dates with Parish Coordinator for Rite 13 celebrity dinners & ceremonies, fundraisers, etc.;

4) Financial: Submit operating budget figures annually (September); OK any youth invoices submitted for payment or reimbursement; Turn in all fundraising monies and trip deposits to church treasurer for deposit into correct accounts

5) Communications:

- A. **With Youth Parents:** Conduct Parent informational sessions with each youth group at beginning of school year, especially if it's a 'new cycle' for group; should cover what is expected of parents, what program is all about, explanation of curriculum and ongoing journey to adulthood; suggested to have clergy present and must have new/ongoing youth leaders address group; depending on age of group, students may be present; send emails to groups as appropriate

- B. **With Parish:** Submit monthly articles for *Glad Tidings* parish newsletter; post notices on Education bulletin board in parish hall, make announcements via parish email and Sunday bulletin; constant reinforcement and explanation of J2A program and fundraising for trips necessary for parish support; facilitate youth involvement in parish events

- C. **With Clergy & Staff:** Seek advice and direction from clergy; attend weekly staff meetings to review youth involvement in the life of the church and any pastoral needs

- D. **With Vestry Youth Liaison:** Actively work with Vestry liaison so that lay leadership always knows what's going on with J2A program and seek support and program commitment from Vestry