

Coordinator of Christian Education for Children and Youth

St. Matthew's Episcopal Church in Hillsborough, N.C. is looking for a part time coordinator of children's and youth ministries with a heavy emphasis on youth ministries. We have a lively and motivated youth group actively involved and integrated into the life of our community and the diocese. We would like to find an individual who can continue to strengthen and support them in these involvements and in their journey of faith. The position is 12-14 hours/ week and involves coordination of Sunday school teachers and curriculum for 6th- 12th grade and coordination and facilitation of bi- weekly youth group gatherings on Sunday evenings. See attached job description for more information. Please contact Lisa Frost-Phillips, Assistant to the Rector, for more information: 919-732-9308; frostphillips@mindspring.com.

St. Matthew's Episcopal Church Hillsborough, NC

Proposed Job Description

Position: Coordinator of Christian Education for Children and Youth
Supervisor: Assistant to the Rector

General Responsibilities:

The Coordinator of Christian Education for Children and Youth is expected to work closely with the Assistant to the Rector to coordinate and implement educational and formational programs for the children and youth of St. Matthew's. The coordinator's primary area of engagement will be youth ministry.

The coordinator is expected to provide an average of 12-14 hours per week throughout the program year. Planning and recruiting tasks shall be taken on during the summer months. Time off may be taken as needed with the approval of the Assistant to the Rector.

Detailed Roles and Responsibilities:

Administrative:

- * Attend monthly staff meetings
- * Confer weekly with the Assistant to the Rector
- * Write monthly newsletter articles pertaining to youth events and programs
- * Communicate to the/youth/parents as needed to promote awareness of programming
- * Engage in professional development to further enhance knowledge of Christian Education
- * Establish/maintain appropriate safety and first aid procedures
- * Work closely with the Assistant to the Rector in formulating budget for children's and youth programming.

Educational Programs:

- * Review curriculum and educational materials as needed
- * Plan parish calendar in conjunction with other staff
- * Work closely with the Assistant to the Rector to recruit and schedule volunteer leaders during the program year
 - Children's Worship (ages 3-8)
 - Children's Sunday School (preK- 5th grade)
 - Youth Sunday School (middle and high school)
- * Support staff and program leaders through resource gathering, attending planning sessions and training workshops as needed
- * Organize and prepare classroom materials
- * Plan and coordinate parent education through newsletters, breakfast offerings, mailings and bulletin boards
- * Maintain educational space/classrooms/bulletin boards etc. to reflect youth appropriate materials
- * Plan and coordinate programs with music director and Assistant to the Rector
- * Work in conjunction with other staff members and parishioners to plan special projects with an emphasis on intergenerational programming
- * Coordinate biweekly Sunday evening youth group for grades 6-12
- * Facilitate and provide leadership support for youth retreats and weekend events (3x/yr)
- * Coordinate registration, staffing, and transportation for diocesan and other special events, including youth conferences at The Summit.
- * Work with clergy and youth, youth council, and parents to plan community service activities
- * Facilitate and coordinate Youth Council; support decision making and leadership development
- * Work closely with clergy and music director in support of youth leadership in weekly worship as acolytes (and other roles as training and interest warrant)

Special Programs:

- * Support children/youth/ family participation in special liturgical events such as:
 - St. Francis Day
 - Advent Wreath Making
 - Christmas Family Service
 - Secret Pal's Breakfast
 - Shrove Tuesday
 - Maundy Thursday
 - Palm Sunday
 - Easter Egg Hunt
 - Holy Eucharist lesson
 - Annual Youth Service