

## **DIRECTOR OF YOUTH MINISTRY**

The Director of Youth Ministry will work closely with the Associate Rector for Christian Formation with the goal of maximizing involvement in the youth ministries program, with four key areas of focus. These include:

### **1. Programmatic/Relational Responsibilities:**

- With the guidance of the Associate Rector for Christian Formation, design, develop and implement a vibrant, comprehensive, growing, and sustainable ministry for youth including but not limited to: EYC programming, bible studies for middle and high school age groups, diocesan event participation (New Beginnings, Happening, Breakout & Summer Camp at Camp Weed), 6<sup>th</sup> grade EYC orientation, participation in Sunday services as appropriate (Youth Sunday, Baccalaureate, Mission Trip Commissioning Sunday, etc.), mission trips, fundraisers (Christmas Tree Lot, Youth Auction), social outings (such as: Rock the Universe, Night of Joy, Diocesan Ski Trip, Itchetucknee, Paintball, etc.)
- Develop and/or procure and implement a robust Sunday School teaching series for grades 6-12, and ensure it is appropriately staffed (volunteers) and marketed
- Assist the Associate Rector with annual confirmation education (classes, service opportunities, retreats, sponsor-related activities, etc.)
- Regularly meet and mentor youth outside the church environment by attending school and after-school programs that involve church youth
- Coordinate the Youth Council
- Develop and maintain a solid volunteer base to be utilized in the execution of the ministry and ensure Safeguarding certifications for all volunteers in accordance with Diocesan procedures
- Plan programming for youth in grades 6-12, which provides opportunities for worship, liturgical education, pastoral care, fellowship, mission and ministry, outreach (such as: Biggest Food Drive Ever, Church Without Walls, I.M. Sulzbacher Center, Habijax), and leadership development
- Develop and leverage relationships with other DYM within the diocese
- Support the Associate Rector in appropriate capacities during Sunday worship and formation

### **2. Administrative Responsibilities:**

- Work with the DCM to leverage ACS/Realm, ensuring its accuracy, to support both the Children's Ministry as well as Youth Ministry
- Regularly communicate with youth through email, text, and social media, as appropriate
- Provide periodic, timely communication and program updates for parents
- Trip planning (both mission and social), which includes: scheduling, fundraising, budgeting, and estimating cost per person. This also includes making arrangements for transportation, lodging, and food, as well as handling petty cash, reimbursements, receipts, insurance requirements, release forms, payments to vendors in a timely manner, etc.
- Provide Director of Communications and Marketing with all information necessary for bulletin and website production to promote the Youth Ministry program in a timely manner
- Ensure that accurate attendance is tracked and recorded for all youth ministry programming
- Develop and manage the youth ministry budget

### **3. St. Mark's Episcopal Day School (SMEDS) Responsibilities:**

- Alongside the Associate Rector for Christian Formation and the SMEDS Christian Education Teacher, serve the students by assisting and/or leading chapel and/or serving in other appropriate capacities.
- In cooperation with the DCM, support students of all ages with a particular focus on the seamless transition of rising sixth grade students from the children's ministry into the broader youth ministry
- Ensure that families of sixth grade students at SMEDS (especially families without a church home) feel invited into the life of St. Mark's Episcopal Church
- Serve as chaperone for school-sponsored field trips (local and regional) when asked and appropriate

### **4. Intergenerational Responsibilities:**

- Coordinate with the Associate Rector for Christian Formation, other clergy and staff in developing and implementing youth ministry offerings at intergenerational events, including but not limited to youth programming as related to the Lenten Series on Wednesdays, Rally Day, Parish Retreat, and Buford Bowen Conference

#### *Basic Qualifications:*

- College graduate
- Experience with youth development, preferably in a church environment, specifically with children and/or youth
- Proficient with Microsoft Office Products including Word, Excel and Outlook
- Ability to communicate effectively and professionally, both orally and in writing, with clergy, staff, parishioners and the community
- Ability to organize, focus and multi-task
- Ability to work as part of a team
- Ability to keep accurate and detailed records

#### *General Expectations:*

- Attend weekly staff meetings
- Abide by all St. Mark's policies and procedures as outlined in the Employee Handbook
- Regularly engage in opportunities for personal, spiritual, and professional development
- Participate in continuing education experiences as needed and approved
- Participate in the life of the staff by attending staff retreats, special events (holiday parties, luncheons, etc.)
- Represent St. Mark's in a professional, positive, and friendly manner

Reports to: Associate Rector for Christian Formation

Annual Review: Associate Rector for Christian Formation

Exempt, Full Time Position