

Episcopal Church of the Good Shepherd
5409 Jacksboro Pike, Knoxville, TN 37918

Coordinator of Children and Youth Ministries

Job Description

The Episcopal Church of the Good Shepherd (“the Church”) recognizes that even the smallest child is already in relationship with Jesus, the Good Shepherd, and that children and youth all have deep spiritual gifts given by God. Starting with Godly Play, the Church seeks to set young hearts and minds afire with the mystery, wonder and love of God, respecting each child’s spiritual journey while strengthening them individually and in community so that they become Christ’s hands and heart in the world. The Church is currently seeking an energetic and creative individual to build on the existing program structure and draw children and youth to greater engagement! We are seeking growth!

The Coordinator of Children and Youth Ministries is a *part-time* position supervised by the Rector. The Coordinator works with the Rector, congregational leaders, and church staff to facilitate/lead safe and age-appropriate programming, fellowship, worship, and service opportunities to ensure that children, youth, and their families are engaged in all aspects of parish life. The Coordinator is responsible for development and overseeing the ministries related to children and youth, including but not limited to nursery, Sunday school, youth group, children’s church, Vacation Bible School, and seasonal special events. The Coordinator also works closely with the pastoral staff to ensure that pastoral needs of children, youth and families are met.

DUTIES AND RESPONSIBILITIES

Specific responsibilities of the Coordinator of Children and Youth Ministries position include, but are not limited to, the following:

1. Implementing the tenets of Safeguarding God’s Children’s training curriculum and confirming all volunteers are trained as required.
2. Research, develop, and maintain curriculums/materials suitable for different age levels and lead all facets of the Program including Sunday School, Youth Ministry, Confirmation, and Vacation Bible School.
3. Develop ways for the children and youth to become further engaged in Sunday services.

4. Communicate and coordinate with mission team to ensure that children, youth, and families are involved in Church mission ministries.
5. Plan and lead annual retreat for the youth.
6. Create, promote, and publicize schedule of children and youth activities to the congregation and the community by utilizing e-News, church website, and display areas within the church.
7. Develop and coordinate inter-generational social activities/events.
8. Recruit, train, and encourage volunteers to “staff” activities including weekly Sunday School, regular youth activities, Vacation Bible School, and special events (Christmas Pageant, Epiphany celebration, etc.).
9. Participate in all staff meetings and other meetings as needed to advocate and coordinate children and youth engagement.
10. Communicate and coordinate with other children and youth ministers in Diocese, encouraging participation of children and youth in Diocesan activities as appropriate.
11. In collaboration with the Rector, hire, and supervise nursery staff.
12. Ongoing evaluation and enhancement of programs to ensure that they are meeting spiritual needs of children.

GIFTS AND SKILLS

1. Initiate, develop, and maintain a positive relationship with the youth and their families through a variety of activities.
2. Warm, loving, Christ-centered spiritual presence.
3. Willingness to be active in one’s own spiritual growth.
4. Ability to have a good relationship with and relate to people of all ages.
5. Ability to research and discern best practices and programs.
6. Creativity
7. Ability to plan, budget, organize and implement multiple programs and activities.
8. Ability to successfully acquire, encourage, and coordinate volunteers
9. Energy and stamina.

WRITTEN REPORTS

The Coordinator shall submit:

1. A monthly report to the Rector and the Vestry Liaison to provide a snapshot of the prior months’ activities
2. An annual report to be included as part of the Annual Report to the Congregation by the Vestry.
3. Other reports as requested by the Rector, Vestry, or Diocese.

FEEDBACK

Annually, the Rector will meet with the Coordinator for a formal evaluation that will include a process of reflection and assessment of job performance.

POSITION REQUIREMENTS

EDUCATION: Bachelor’s Degree preferred

EXPERIENCE:

- One-year experience working within a faith-based organization affiliated with the Episcopal Church.
- Demonstrated experience in guiding and engaging children, youth and families on their faith journey.
- Experience with event planning, budget management, program development and implementation and working with volunteers.
- Strong organizational and time management skills.
- Ability to identify issues, use discretion, and maintain good boundaries and confidentiality.
- Computer skills, with proficiency in Microsoft Office Applications.
- Excellent oral and written communication and interpersonal skills across an intergenerational community.
- Ability to work independently, prioritize, simultaneously manage multiple tasks, and adhere to agreed-upon guidelines.
- Ability to adapt to flexible part-time work hours.
- Experience growing a religious program.
- Maintain own training and coordinate volunteers training of Safeguarding God's Children.

PHYSICAL REQUIREMENTS:

- Ability to pass all background checks and clearances.
- Ability and desire to support the mission of the Church and welcome all persons.
- Range of hearing and vision sufficient to operate standard office machines and communicate with co-workers and stakeholders in person and electronically; to safely engage children and youth where they are
- This is an active position that regularly requires walking, standing, stooping, bending, and pushing/pulling. May require lifting of up to 30 lbs.
- This position demands flexible work hours including some overnight and infrequent travel.
- Free of dependency and abuse of illegal or illicit drugs, alcohol, inhalants, or other chemical substances or controlled substances.

TO APPLY:

- Submit cover letter, resume, and three work references to cotgs@bellsouth.net with Children/Youth Coordinator in the subject line.