

## **Job Title: Director of Children, Youth and Family Ministry**

**Location: St. John's Episcopal Church, Carlisle, Pennsylvania**

### **About St. John's Episcopal Church:**

St. John's Episcopal Church is an active parish in downtown Carlisle, Pennsylvania. Rooted in the Episcopal tradition, the Director of Children, Youth and Family Ministry will direct programming for children 3 years of age through 12<sup>th</sup> grade providing them with opportunities to discern God's call to them within the church and the wider community and develop their gifts and Christian identity.

### **Job Description:**

St. John's Episcopal Church is seeking a dedicated and energetic Director of Children, Youth and Family ministry to direct and lead programming and formation for preschool, elementary, middle and high school students. The ideal candidate shall seek to foster Christian community through building relationships with children, youth and their families. This is a 10 month p/t salaried position at 26 hours per week (off June and July). This position reports directly to the Rector.

### **Key Responsibilities:**

- 1) *Program Development and Execution* – Identify/design program that promote community and Christian fellowship, fun and faith development. Such activities may include: Sunday School, small group Bible study, Vacation Bible school, retreats, service project and mission trips. Work with the Rector to establish yearly budgeting needs and disbursement of children and youth budgeted funds.
- 2) *Community Building* -- Coordinate as needed with other ministries at St. John's to offer intergenerational opportunities, and collaborate with ministries such as formation, worship, and sacred music. Help with coordinating mission trips with partner Carlisle parishes, and help with episodic St. John's mission trips.
- 3) *Volunteer Recruitment and Training* – Oversee the recruitment of qualified adult volunteers and employees to work with children and

youth. The Director will be responsible for ensuring that all necessary clearances, and Safeguarding training sessions for volunteers and employees are completed and up to date before volunteers have contact with children and youth. Maintain records and certifications for the legally required amount of time.

### **Competencies and Qualifications:**

- High School Diploma or equivalent; Bachelor's Degree Preferred
- A well grounded Christian faith with a strong knowledge of Episcopal Church tradition and liturgy preferred
- Previous youth ministry or teaching experience; understanding of child development helpful
- Excellent communication and interpersonal skills; self-motivated and also able to work as part of small team
- Strong organization, project and event planning skills
- An understanding of confidentiality and discretion
- Ability to work with Microsoft Office, social media platforms and software platforms maintained for church administration
- Upon employment, obtain three current background checks: PA State Police Criminal records check; PA Child Abuse Clearance Check; and Federal Criminal History Record Information
- Upon employment, completion of Safeguarding God's Children training

### **Compensation:**

- The position pays between \$20,000 and \$22,000 per year dependent on qualifications and prior experience
- The position carries an annual allocation of \$500 for continuing education.
- Through the Episcopal Church Insurance Medical Trust the Director is entitled to annual coverage as an individual through their HMO's.

- Pension Contribution to the Church Pension Fund is based on salary and is vested immediately.
- The Director is entitled to certain holiday periods of leave, one annual week of vacation consisting of 5 workdays, which includes one Sunday and the Sunday following Christmas Day.
- Professional Development Leave up to 4 days in a year
- Family Leave for the adoption or birth of a child; or an emergency or family illness in accordance with federal Family Medical Leave Act (FMLA).

### **How to Apply:**

Interested candidates are invited to submit their resume and a cover letter outlining their qualifications and vision for this position at St. John's Episcopal Church. Please send application to Fr. Adam [rector@stjohnscarlisle.org](mailto:rector@stjohnscarlisle.org) by 14 January 2025.