

Director of Children & Youth Ministries for St. Peter's, Essex Fells

Reports to: The Rector

Position Summary: The Part-time Director of Children & Youth Ministry at St. Peter's Episcopal Church will most often be the first point of contact for a young family encountering the parish. This employee should support the goal of nurturing children, youth, and their parents with formation and pastoral care. It is important that the Director understands and supports St. Peter's mission to worship God and spread the Good News of Jesus Christ.

General Responsibilities

In charge of programming for Sunday School classes Sept.-June (PreK-6th)
 Developing lessons during program year
 Scheduling volunteer Sunday School teachers for classes
 Ensuring Sunday School teachers are trained in Godly Play lessons (for younger classes)
 Teaching one of the Sunday School classes on most Sundays
 Facilitating and training child volunteers for monthly Family Eucharist
 Developing seasonal outreach projects for Sunday School classes
 Maintaining an up to database of students
 Welcoming and integrating new students
 Organizing Christmas Pageant and Easter Egg Hunt
 Teaching Communion Recognition Classes
 Assisting with Vacation Bible School in the first week of August
 In charge of the two (SPY) St. Peter's Youth Groups (grades 6-8 & 9-12) Sept.-June
 Developing spiritual exercises/worship for the two bi-monthly SPY meetings
 Developing activities for SPY meetings after worship
 Scheduling and attending SPYs yearly mission trip
 Developing fundraisers for mission trip
 Communicating to parents (SS and SPY) through weekly emails during program year
 Maintaining an up-to-date database of SPY members
 Making announcements regarding children and family program at Sunday services
 Ensuring Nursery Care workers are scheduled and arrived
 Facilitating pictures and announcements are posted on church social medial sites
 Assisting the Rector as needed

Hours & Expectations

During the program year, which lasts approximately from the second week of September (Sunday after Labor Day) until the second week of June, the Director is responsible for the following time commitments: (1) The Director is present at the principal worship service for Sunday School and then at Holy Communion, from about 9:45 am to 11:15 am. (2) The Director must be present for all SPY meetings, which are two meetings twice a month for a total of four meetings, which run from 4:45 pm to 6:15 pm and 6:15 pm to 7:45 pm (There are a few months during the program year in which SPY meets only once a month.). (3) The Director should also be present for weekly staff meetings which are approximately from 10:30 am to 11:30 am on Wednesdays. The Director should also be present for other special events as needed. The Director is expected to spend on average about 6 hours per week planning for Sunday School and SPY combined. This means the average work week is approximately 10 hours.

During the summer (about 13 weeks), the Director's schedule is flexible, and they are not required to be present every Sunday for worship, though amount must be negotiated with the Rector. During the program year, there are a few Sundays where no Sunday School is held because of a holiday or vacation (i.e., Spring Break).

Knowledge, Skills, and Experience

Some informal teaching experience is required

Familiarity with Episcopal Church tradition and liturgy is strongly preferred

Providing a captivating, educational environment for children and youth

Exceptional communication (verbal and written) and listening skills

Desire to nurture and mentor children and youth

Basic understanding of first aid

Must have consistent transportation

Ability to lead groups of children and youth in learning, activities, and outreach

Criminal Background Check (before hiring)

Safe Church Training (after hiring)

Salary and Benefits

The position is salaried at \$13,200 per year.

All continuing education for Godly Play will be covered

First aid training will be covered

Expense account

Two weeks paid vacation a year including Sundays

Other opportunities for Sundays off when nothing is scheduled and/or outside of the program year (c.15 June – 1 September) as negotiated with the Rector

How to apply: Please send your resume along with a brief letter of interest to the Rev. Nathaniel Darville, Rector of St. Peter's Church at darville@stpetersef.org.