

# Children, Youth & Families Ministry Director

St. Paul's Episcopal Church, Walnut Creek

## About St. Paul's Episcopal Church, Walnut Creek

St. Paul's Episcopal Church was established in 1888 and has been thriving ever since. As the oldest church in Walnut Creek, our community is diverse with respect to age, race and social values. Our goal is to continue growing our congregation while providing a spiritual and intellectual environment that encourages the development of strong values and independent thinking. Congregational growth is a priority and any experience in the area of church growth would be an asset. We are also moving to a collaborative model of leadership and we are seeking candidates who would be excited by that prospect.

## Job Description

St. Paul's is looking for a Children, Youth & Family Ministry Director and Christian education leader to partner with our lay leaders as we develop and grow our programs. We are a rapidly growing community and are looking to meet the need for support and development of our children, youth and family programs. We are looking for an experienced leader who will coordinate the wonderful programs already offered, as well as develop new programs for our community's children, youth and their parents.

The successful candidate for this position will have a strong background in, and a deep understanding of, spiritual education for children (preferably the Godly Play curriculum), an overall vision for Christian formation in order to provide continuous, age-appropriate spiritual learning for toddlers to youth, and a step-up approach to assure that each program builds on the former.

## Responsibilities:

**Families.** Facilitate the integration of children and family into church activities. Increase trans-generational integration in church activities. Develop and oversee family events.

**Godly Play (pre-school through elementary school).** Attend Godly Play and youth ministry training, as necessary. Coordinate Godly Play curriculum and its teachers on Sunday mornings. Maintain supplies and instructional materials.

**Youth Group (middle school through high school).** Coordinate and lead the Youth Group on Sunday evenings. Work with lay leaders to expand youth group curriculum for our older kids. Oversee and participate in annual mission trips by youth group members.

Help develop youth involvement in services (i.e. acolytes and choir).

**Teacher/Volunteers.** Recruit, train, direct and support volunteer teachers and support staff. Provide continuing education for Godly Play teachers.

**Curriculum Development.** Ensure that the curriculum provides age-appropriate continuity of spiritual education and development. Develop new Godly Play stories as necessary. Work with parents and teachers to develop a long-term plan for Sunday School curriculum.

**Liturgy.** Work closely with rector and lay leadership to provide appropriate children's liturgy. Help to integrate children and youth into the liturgy.

**Community.** Facilitate communication among community and other church groups around children, youth, and family ministries.

**Nursery.** Oversee the nursery. Schedule childcare for church services and special events. Verify pay sheets for nursery helpers.

**Administration.** Attend weekly staff meetings. Report on children, youth and family issues to the vestry. Write articles for the parish's monthly newsletter. Assist rector with volunteers and additional ministry support, as needed.

## Skills and Abilities:

- Experience in Christian Education, children's faith development, and program development
- Willingness to experiment with new religious teaching programs and ideas
- Experience recruiting, directing and supporting volunteers
- Experience participating in a productive team environment and working as a team member
- Ability to speak and write clearly and unambiguously
- Ability to plan, initiate and execute own work
- Strong organizational skills and time management skills
- Strong computer skills, including word processing and spreadsheet knowledge
- Compliance with the Diocese of California Safe Church Policy, "Called to Right Relationship"

**Reports to:** Rector

**Hours:** Part-time, 20-30 hours; Sunday a.m. and p.m. mandatory

**Compensation:** Salary (negotiable)

**Opening Date:** June 8

**Closing Date:** Open until filled

**Submit resume to:** svasquez@stpaulswc.org

St. Paul's is an equal opportunity employer. People of all race, creed, and gender identity are encouraged to apply.