



CHRIST CHURCH  
EPISCOPAL

## JOB DESCRIPTION

Job Title: Assistant Director of Youth Ministries  
Hours: 40 hours per week  
Primary Job Location: Christ Church Episcopal, Greenville, South Carolina  
Date Revised: September 2020

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### **Ministry Summary**

Consistent with all other positions at Christ Church, the goal of this position is to “Embrace, Equip, and Empower Apostles to Serve Jesus Christ.”

The Assistant Director of Youth Ministries will help the Director of Youth Ministries implement their vision of creating a welcoming and hospitable environment for 6<sup>th</sup>-12<sup>th</sup> graders where they feel safe, loved and valued enough to explore their identity, mission, and giftedness in Jesus Christ and in ways that equip and empower them to find their place in the life, worship and governance of the Church while also empowering their parents to remain the primary faith teachers of their youth. Likewise, the Assistant Director of Youth Ministries will help youth transition into college and help them remain connected to Christ Church and campus ministries, implementing the vision casted by the Director of Young Adult Ministries.

The duties of the office will be performed with a focus on teamwork, service, communication, collaboration, and engagement with staff and parishioners alike to foster an environment of Christian service with an emphasis on ways to continuously improve.

### **Essential Job Functions and Primary Responsibilities**

1. Under the supervision of the Director of Youth Ministries and in collaboration with the Director of Young Adult Ministries, coordinate, communicate, budget, plan, recruit, train and resource leaders to serve 6<sup>th</sup> graders - college students through Sunday School, Bible Studies, Small Groups, Fellowship Events, retreats, outreach projects, trips, and Diocesan and Episcopal Church opportunities, using Faith Development’s Faith Formation model.
2. Develop appropriate relationships with youth, parents and college students, integrating them into the ministries of the parish, while providing and connecting them to resources and Pastoral Care.
3. Learn the newest trends in formation while also curating content and resources such as books, programming, and videos for individuals, classes and groups.
4. Create a bridge of leadership development and Rites of Passage from children’s ministries to young adult ministries.
5. Promote participation in Diocesan, Provincial and International Episcopal Youth retreats, and Episcopal campus ministries
6. Maintain an accurate database of youth, parents, and college students contact information.
7. Perform other duties as assigned by the rector or his designee.

*The Assistant Director of Youth Ministries’ duties and responsibilities outlined above may be changed or altered as parish needs change and/or at the discretion of the Rector or Wardens of the parish.*

### **Reporting Relationships**

This position reports to the Director of Youth Ministry.

## **Other Key Relationships**

**Internal:** Rector, Senior Associate Rector, Director of Young Adult Ministry, Faith Development team, Youth Ministry Advisory Council, Student Leadership Team, Youth Leadership Roundtable, Young Adult Council, Church Staff, Vestry, and Parishioners

**External:** Diocesan leadership, FORMA, Colleges and Universities within Diocese, college peer ministers, Episcopal Church College Chaplains, and The Episcopal Church's office for Young Adult and Campus Ministry

## **Required Competencies**

- Must be a practicing Episcopalian
- Computer literate with knowledge of MS Office and the ability to learn new software quickly
- Must pass background/drug/motor vehicle screening
- Must have completed Safeguarding God's People training within the last 5 years or complete it within 6 months of hire date
- Must be able to operate a 15 passenger bus with insurance and a safe driving record

## **Required Minimum Education and Experience**

- Bachelor's Degree
- Experience in group coordination and small group facilitation
- Experience in leadership development, public speaking and event planning
- Experience in teaching and/or youth formation

## **Personal Qualities**

- Lives out his/her faith and actively seeks growth opportunities
- Able to work flexible hours, including evenings and weekends
- Able to travel for one-two weeks at a time both domestically and internationally
- Self-motivated, organized, detail-oriented and able to prioritize, plan and manage multiple tasks
- Ability to set appropriate boundaries with youth, helping them to see you as a mentor vs. a friend or peer
- Creatively envisions new ministries and new possibilities for existing ministries
- Seeks continuous improvement of self and the ministry
- Excellent verbal and written communication skills
- Excellent interpersonal skills and collaborative management style
- Lives into the Church's Core Values of Inviting to All, Grateful, Faithful, Compassionate, and Community
- Excels at operating in a fast-paced, diverse community environment
- Open to direction and commitment to task completion
- High comfort level working in a fluid environment

*To apply for a position, send resume and cover letter to [rcuddy@ccgsc.org](mailto:rcuddy@ccgsc.org). For additional information, please call the Parish House at 864.271.8773.*