

JOB DESCRIPTION



CHRIST CHURCH
EPISCOPAL

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

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 Director of Youth Ministries casts a vision for Youth Ministries at Christ Church which includes creating a welcoming and hospitable environment for 6th-12th 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.

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-

- Supervise the Assistant Director of Youth Ministries and the Youth Intern
- With the Youth Council, coordinate, communicate, budget, plan, recruit, train and resource leaders to serve 6th-12th graders through Youth 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.
- Develop appropriate relationships with youth and parents, integrating them into the ministries of the parish, while providing and connecting them to resources and Pastoral Care.
- Learn the newest trends in formation while also curating content and resources such as books, programming, and videos for classes and groups.
- Create a bridge of leadership development and rites of passage from children’s ministries to young adult ministries.
- Maintain accurate contact information of youth, parents, and college students for the church database.
- Perform other duties as assigned by the Rector or the Rector’s designee.

The 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 Senior Associate Rector

This position supervises the Assistant Director for Youth Ministries and the Youth Intern

Other Key Relationships

Internal: Rector, Faith Development team, Youth Ministry Council, Student Leadership Team, Leadership Roundtable, Church Staff, Vestry, Parishioners, Youth Ministry Volunteers and Parents

External: Christ Church Episcopal School, public schools, Diocesan formation leaders, David’s Table, Christ Church Scout Troop 511 & Cub Scout Pack 511, TEC Formation leadership, and FORMA

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 and have insurance and a safe driving record

Required Minimum Education and Experience

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

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 to 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. For additional information, please call the Parish House at 864.271.8773.