

St. Bede's Episcopal Church: Job Description for the Children's and Youth Minister

Title: Children's and Youth Minister

Employment Classification: Non-exempt, hourly, 12 hours per week, full-year

Reports to: Rector

Approved by: Rector

Updated: Reviewed and approved by Vestry December 15, 2020. Revised and updated June 15, 2021.

Job Summary

The Children's and Youth Minister (CYM) is an active leader and educator who leads the Sunday School program and is familiar with appropriate curriculum. (We currently use the *Godly Play* program for ages 4 through first grade, and the Episcopal Church's *Lesson Plans That Work* for second through fifth grade.) The CYM also connects with St. Bede's middle and high school students through worship, community outreach projects and assisting with Sunday School.

Job Qualifications and Additional Requirements

1. A Bachelor's degree in a related field is preferred but not required.
2. Deep and sustaining Christian faith; familiarity with the Episcopal Church a plus.
3. Ability to engage with people of all ages and backgrounds.
4. Experience with program development and spiritual development of children and youth.
5. Excellent time management skills; organized, proactive, good communicator.
6. Ability to maintain confidentiality and healthy boundaries.
7. Must complete and remain current with requirements outlined in the Episcopal Diocese of California's "Whole and Healthy Church" policy.
8. Must be able to clear a background check as directed by the Diocese.

Job Responsibilities

1. Communicate with parents and children, building relationships and encouraging participation.
 - A. Set the scene at Wyatt Hall, our Sunday School and Youth Group building, to be welcoming, healthy and safe for all ages.
 - B. Keep parents informed through the biweekly CYM eNews, *Bede's Journal*, social media and other channels.
2. Plan strategies for the spiritual development of children and youth.
 - A. Periodically survey parents for their views and ideas regarding CYM programs.
 - B. Evaluate and recommend new CYM curriculum to the rector and vestry.
 - C. Set annual goals for each age group and review with rector.
 - D. Prepare, maintain and publicize an annual CYM calendar.
3. Manage the Children's and Youth Ministry program.
 - A. Supervise paid nursery care giver and Sunday School teacher(s). Ensure that paid CYM staff submit timesheets accurately and on time; approve all timesheets and submit for payroll processing on time.

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- B. Recruit one additional adult, usually but not limited to a parent of the parish, to help with children in nursery care for the duration of the church service or coffee hour, in accordance with Diocesan child care rules.
 - C. Track CYM program participation and report to the rector, parish administrator and vestry.
 - D. Manage the CYM budget prudently and proactively.
 - E. Ensure the Sunday school teacher and nursery caregiver submit time sheets accurately and on time. Review and submit approved time sheets according to St. Bede's semi-monthly payroll schedule.
 - F. Attend weekly staff meetings.
 - G. Help organize church-wide activities and events as requested.
4. Teach older students in Sunday School.
- A. Share your knowledge and faith; challenge and inspire their hearts and minds.
 - B. Engage children, youth and their whole families in fun activities.
 - C. Encourage development of a CYM community at St. Bede's.
5. Plan, oversee and supervise seasonal traditions for children and youth, including Kick-Off Sunday, the Christmas Pageant and Easter Egg Hunt, and make these traditions meaningful.
6. Record hours worked accurately and submit timesheet electronically for approval according to St. Bede's semi-monthly payroll schedule.

ADDITIONAL CONSIDERATIONS

Per California law, paid staff of St. Bede's Episcopal Church have a "duty of loyalty" to St. Bede's as their employer. Each employee is expected to act in an honest, faithful and loyal manner and must discharge their employment duties for the benefit of St. Bede's. Employees are expected to be a supportive team member and demonstrate professional fellowship thereby upholding the mission of St. Bede's in all interactions with parishioners, other staff, vendors and the public.

The rector shall conduct an annual performance review with the employee. The goal of the annual review shall be to reflect on the previous year, including areas where expectations have been met or exceeded and areas that may require additional focus, and to set goals for the coming year.

This job description includes as accurate an inventory of knowledge, skills and tasks as possible at the time it was prepared. The employee may be assigned other duties, in addition to or instead of those described here by the rector. Any duties listed here are subject to change according to the needs of the church.